**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required  ☐ is attached, or  ☐ has been requested

**Automated Trustee System (ATS)**

The Automated Trustee System (ATS) allows the USTP to track data pertaining to the appointment of bankruptcy trustees, and includes information related to the audits and evaluations performed on their operations, and general case statistics

SEE ATTACHED
1 Inputs

The trustee information is manually entered by EOUST staff. The general case statistics are uploaded from regional spreadsheets submitted quarterly.

Disposition: TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in ATS and is no longer needed for business purposes.

2 Master File

One record is created for each trustee.

ATS stores trustee names, addresses, security status information, dates of appointments, and judicial district of their appointment(s) as well as general case statistics regarding the handling of estate assets.

Disposition: TEMPORARY, cut off when trustee has left position. Destroy/delete 20 years after cutoff.

3 Outputs

ATS has various status reports for staff to track trustee assignment status and to provide an overview of case closings and associated statistics.

Disposition: TEMPORARY, destroy/delete when no longer needed for business purposes.

4 System Documentation

Disposition: TEMPORARY, destroy/delete when superseded or obsolete.