

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-10-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/2/09</i>	
1 FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Justice Management Division			
3 MINOR SUBDIVISION Office of Dispute Resolution			
4. NAME OF PERSON WITH WHOM TO CONFER Krista A. van der Horst	5 TELEPHONE NUMBER 202-616-0666	DATE <i>19 Oct 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 1 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>[Signature]</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	ODR Funding Requests Database The Office of Dispute Resolution (ODR) is a Component within the Department of Justice whose mission is to promote and facilitate the broad and effective use of alternative dispute resolution processes by the Department of Justice and throughout the Executive Branch of the Federal Government. (SEE ATTACHED)		

Department of Justice, Office of Dispute Resolution: ODR Funding Requests Database

The Office of Dispute Resolution promotes and evaluates the use of ADR at the Department through:

- Funding of Professional Neutrals. ODR funds the use of professional neutrals/mediators hired by Department attorneys for particular cases.
- Evaluation of ADR Results. ODR evaluates the use, cost-effectiveness and results of ODR-funded ADR.

The ODR Database is a textbase and imaging capturing system using *InMagic Dbtext and Law* software allowing ODR to collect data and images from ADR funding requests and their corresponding evaluations.

1 Inputs

ODR personnel input data from the ADR Funding Request Form and the ADR Evaluation Form into corresponding fields within the database.

- a. ~~OBD Form 47 (or equivalent) Initial Application~~

~~*Disposition. TEMPORAY, destroy/delete when data has been entered into the Master File or database and verified, or when no longer needed to support business purposes.*~~
(GRS 20), item 2

- b. OBD Form 47 (or equivalent) Approved version
ADR Evolution Form ODR-1 (or equivalent)

Disposition: TEMPORAY, cut off at end of fiscal year. Destroy/delete every 10 years when corresponding records in the Master File are transferred to NARA

2. Master File

The database maintains a record for each request for funding for third party mediation and the evaluation. Data fields include: Funding # (YREGDOC), case name, USAO district, DJ Number, attorney name, amount of request, approval date, neutral's name, , date ADR started and date ADR ended. In addition, links are also created to view the images of the documents (Request for Funding form and ADR Evaluation form) stored on a network server.

Disposition. PERMANENT, Cut off at the end of the fiscal year. Transfer records to the National Archives every 10 years

Department of Justice, Office of Dispute Resolution: ODR Funding Requests Database

3. Outputs

Quarterly reports depicting statistical information provided to budget office.

Disposition: TEMPORARY, destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 30) ~~17~~

~~4. System Documentation~~

*Disposition: PERMANENT, Transfer to National Archives with corresponding master file data
(GRS 20) 1 item 11 (a)(2)*