

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-060-10-15	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/8/10	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Civil Rights Division			
MINOR Voting Section			
4. NAME OF PERSON WITH WHOM TO CONFER Gary Wong <i>Gary Wong</i>	5 TELEPHONE NUMBER 202-514-4224	DATE 4/22/10	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 2/18/2010	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Election Monitoring System (EMS)</p> <p>The system tracks all Department personnel and federal observers who are assigned to monitor elections by states and jurisdictions.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice, Civil Rights Division: Election Monitoring System (EMS)

The Voting Rights Act provides for the appointment of federal observers by order of a federal court pursuant to Section 3(a), or, with regard to political subdivisions covered under Section 4 of the Voting Rights Act, upon the certification by the Attorney General, pursuant to Section 8 (previously Section 6). A total of 149 counties and parishes in 10 states have been certified by the Attorney General: Alaska (1), Alabama (22 counties), Arizona (3), Georgia (29), Louisiana (12), Mississippi (50), New York (3), North Carolina (1), South Carolina (11) and Texas (17).

Section 3(a) of the Voting Rights Act provides that a federal court may authorize the appointment of federal observers by the Director of the Office of Personnel Management to serve in a political subdivision for such period of time as the court deems appropriate to enforce the voting guarantees of the fourteenth or fifteenth amendment. A total of 12 political subdivisions in 9 states are currently certified by federal court order: California (1), Illinois (1), Louisiana (1), Massachusetts (1), New Jersey (1), New Mexico (2), New York (1), South Dakota (2), and Texas (2).

The monitoring of elections by federal observers is an important aspect of the Voting Section's enforcement efforts. In some instances there are concerns about racial discrimination in the voting process; other times monitoring is done to ensure compliance with bilingual election procedures. The success of the federal observer program in consistently achieving both of these objectives is possible by the long-term commitment of the United States Office of Personnel Management to recruit, train, and supervise these federal employees, who serve as neutral and impartial observers of election-day procedures, and by cooperation and coordination with state and local election officials. At least one Department attorney, in conjunction with OPM personnel, coordinates election activities in the field.

In addition to monitoring elections with federal observers, the Voting Section may also monitor elections where federal observers are not authorized. A jurisdiction may ask for the Department to monitor a potentially contentious election or through internal investigations the Department may deem it prudent to monitor a specific election. The Voting Section sends Department attorneys and non-attorneys to gather information and interview voters, poll workers and poll officials.

1. Inputs

The data is manually entered into the database by authorized users.

Disposition: TEMPORARY. Destroy/delete when data has been successfully entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. *ARS 20 2 (6)*

2. Master file

The data fields include State Code, Election Date, Classification, Election Description, Jurisdiction Code, Counties, Staff Name, Section, Location, etc.

Disposition: PERMANENT. Cut off at end of the calendar year in which the election was held. Transfer a copy to the National Archives 30 years after cutoff.

3. Outputs

Reports include.

- Chronological List Report
- Geographic List Report
- Election Monitor System Statistic Report

Disposition: TEMPORARY Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

*GRS 20.4
20.5
20.12*

4. System Documentation

Disposition: PERMANENT Transfer to the National Archives with Master File

GRS 20.11a(2)