

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>11-060-11-7</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12/1/10</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 General Counsel			
4 NAME OF PERSON WITH WHOM TO CONFER Barbara Bush	5 TELEPHONE NUMBER (202) 514-3452	DATE <i>April 11</i>	ARCHIVIST OF THE UNITED STATES 
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 <u> 1 </u> 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>11/30/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE <i>Director, DRMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">The Office of General Counsel</p> <p style="text-align: center;">(Correspondence Tracking System)</p> <p>The Office of General Counsel(OGC)/Justice Management Division(JMD) responds to requests from JMD and other components of the Department for legal advice and opinions relative to laws and regulations on a variety of issues including government contracts, appropriations, employment discrimination, Freedom of Information Act, human resources, property management, records management, privacy, security, information resources management, grants management, tax withholding and intellectual property</p> <p style="text-align: center;">SEE ATTACHED</p>		

The OGC correspondence tracking system is a database used as a management tool to track the status (within OGC) of incoming correspondence and other matters that require OGC review and concurrence or response. Information captured includes date of document, type of document, subject, date received, due date, if given, transmitting office, OGC staff person to whom the matter is assigned, date completed, and comments, if any, concerning OGC's disposition or action on the matter.

1. Inputs

TEMPORARY Pertinent information from incoming requests for legal advice is manually entered into the database and the incoming document is often returned to originator along with response. When applicable, 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 GRS 20, Item 02

2. Master File

Disposition Temporary Cut off at the end of the calendar year after the matter is closed Destroy/delete 3 years after cutoff

3. Outputs

Overdue reports, as well as other detailed reports by date received, date closed, and response due dates

TEMPORARY Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes GRS 20, Item 06

4. System Documentation

TEMPORARY Destroy/delete upon authorized deletion of the related electronic records GRS 20, Item 11