

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-60-89-5	DATE RECEIVED 2/28/89
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Justice Management Division		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Debt Collection Management			
4. NAME OF PERSON WITH WHOM TO CONFER Robert N. Ford	5. TELEPHONE EXT 633-5343	DATE 10/5/89	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE 02-28-89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Bernard W. Berglund	D. TITLE Department Records Officer, Records Management Section/FASS/JMD
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB TITRATION	10. ACTION TAKEN (NARS USE ONLY)
	<p align="center">DEBT COLLECTION MANAGEMENT</p> <p>The Federal Debt Recovery Act of 1986 (31 USC 3718(b)), authorizes the Attorney General to contract with private counsel to assist the U.S. Attorneys in collecting consumer and commercial debts owed the United States. Under contract, a company from the private sector shall establish and operate a Central Intake Facility (CIF) to provide administrative management of the debt recovery program. Client agencies (e.g., Dept. of Education, Small Business Administration, etc.) and participating U.S. Attorneys will send debt recovery cases to the CIF for assignment. The CIF serves as an automated support data base for debt collection litigation as well as a data base from which to generate the statistics necessary to reconcile Department and client agency records, manage the private counsel portfolio, and report on the effectiveness of using the private counsel. Upon expiration of the contracts, cases and accounts will be returned to the Department. The CIF will provide a copy of the CIF data base on magnetic tape to the Department and shall erase all data gathered in the course of this contract from its computer data base.</p>	<p>ALL changes to this proposed schedule have been approved by <i>[Signature]</i> date 9/27/89</p> <p>NARA Appraiser</p>	<p><i>[Signature]</i> date 07-27-89</p> <p>DOJ Records Officer</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Automated data stored on magnetic tape.</u></p> <p><u>Disposition:</u> Erase five years after the related case files reported in the Debt Collection Enforcement System have been closed.</p>		
2.	<p><u>Debt recovery paper records.</u></p> <p><u>Disposition;</u> Upon expiration of the contract, return to the client Federal agency for appropriate disposition.</p>		
3.	<p><u>Annual Reports.</u></p> <p><u>Disposition:</u> PERMANENT. Transfer two copies to the National Archives upon issuance.</p>		