

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-99-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11-23-98	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Executive Office for U.S. Attorneys		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Case Management Staff			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Kenre M. Habib</i> Kenneth L. Wainstein Director, EOUSA		5 TELEPHONE NUMBER 202/514-2121	DATE 8-21-03
		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 _____ 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 4-16-02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Automated Case Management System United States Attorney Offices (RG 60) See attached	NC1-60-83-8, item #1	
<i>cc Agency, NWRM</i>			

**Automated Case Management Systems
(RG 60 Executive Office for United States Attorneys)**

The mission of the Executive Office for United States Attorneys (EOUSA) is to provide the 93 United States Attorneys general executive assistance and supervision; operational support; administrative management direction and oversight; and to assist in the coordination with other components of the Department of Justice and other federal agencies. To assist in its mission, the EOUSA has developed and maintained automated case management systems, i.e. databases, that collect information from the 93 United States Attorneys offices (USAOs) regarding criminal and civil matters; cases and appeals; debt collection matters; and personnel resources. This data is used primarily to justify budget requests, allocate resources among USAO offices, and produce management reports. The data is compiled into an Annual Statistical Report at the end of each fiscal year. The information is also used to produce numerous periodical and ad-hoc reports for the Attorney General, the Office of Management and Budget, the General Accounting Office, Congress, and various federal agencies and private sector organizations.

The current EOUSA automated case management systems include three systems that extract preselected data from the USAO's automated case management systems. The USAO systems are essentially tracking systems that generally note basic case related information such as charges, statutes, and sentencing, and administrative matters such as names, contact information, and addresses, which are taken from the official case file and inserted into the USAO database.

The first EOUSA automated case management system is the Central System. The Central System extracts preselected data from the USAOs automated case management system called LIONS (Legal Information Office Network System). The second EOUSA automated case management system is called TIGAS (Transactional Information Government Accounting System), which extracts preselected data from the USAOs automated case management system called TALON (Tracking Assistance for the Legal Office Network). The TIGAS and TALON systems contain records pertaining to debt collection matters. The third EOUSA automated case management system is called EOUSA-5, which extracts preselected data from the USAO USA-5 system. The EOUSA-5 and USA-5 systems contain records pertaining to personnel resource allocations.

On a monthly basis the USAOs extract and transfer preselected portions of their case management systems to the Case Management Staff of the EOUSA. The EOUSA utilizes the monthly extract of data from the USAOs to create the EOUSA automated case management system Masterfiles. The EOUSA automated case management systems are updated monthly during the fiscal year upon receipt of the USAO data.

This schedule applies to EOUSAs Central System, TIGAS, and EOUSA-5 systems and to future systems that may supersede or complement these systems with a similar purpose and function.

A. EOUSA Central System

1. Inputs. Monthly Extracts from District Offices. Preselected data pertaining to criminal and civil matters, cases, and appeals maintained in USAOs LIONS and forwarded to EOUSA by the USAOs for entry into EOUSA Central System.

Disposition: TEMPORARY. Destroy/delete 90 days after data has been successfully captured, entered, and verified in the Central System

2. Masterfiles. Masterfiles are created on a fiscal year basis by EOUSA from the preselected data transmitted by the 93 USAOs to EOUSA. Upon receipt of the monthly data, EOUSA runs several computer programs which update the Central System data by extracting the most current information and subdividing the data into the following masterfiles:

a. Civil unflagged master file.

Complete system. Consists of current data contained in the monthly extract files as received from each United States Attorney's Office.

Disposition: TEMPORARY. Destroy/ delete when 10 years old or when the data is no longer needed, whichever is later.

b. Criminal unflagged master file

Complete system. Consists of current data contained in the monthly extract files as received from each United States Attorney's Office.

Disposition: TEMPORARY. Destroy/delete when 10 years old or when the data is no longer needed, whichever is later.

c. Civil flagged master file

- (1) Complete system. Consists of preselected data from the unflagged master files and updated (flag fields, administrative markers that enable computer programs to readily count the data, are added by EOUSA) by the EOUSA for all civil cases opened, pending, or terminated during the month. EOUSA updates the file on a monthly cumulative basis and creates a fiscal year end file. Restrictions per 5 U.S.C. § 552.

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data for closed or terminated cases to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

- (2) Public use version. Consists of a redacted copy of A.2.(c)(1).

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data for closed or terminated cases to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

d. Criminal flagged master file

- (1) Complete system. Consists of preselected data from the unflagged master and updated (flag fields, administrative markers that enable computer programs to readily count the data, are added by EOUSA) by the EOUSA for all criminal cases opened, pending, or terminated during the month. EOUSA updates the file on a monthly cumulative basis and creates a fiscal year end file. Restrictions per 5 U.S.C § 552.

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data for closed or terminated cases to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

- (2) Public use version. Consists of a redacted copy of item A.2.(d)(1).

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data for closed or terminated cases to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

e. Criminal charge file

- (1) Complete System. Consists of specific preselected data transmitted from USAOs to EOUSA related to charges filed in criminal cases. Restrictions per 5 U.S.C. § 552.

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

- (2) Public use version. Consists of a redacted copy of 2 (e)(1).

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

f. Civil immediate declinations

- (1) Complete System. Consists of preselected data transmitted by the USAOs to EOUSA related to civil cases that the USAO declined to pursue in the fiscal year.

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270. Restrictions per 5 U.S.C. § 552.

- (2) Public use version of civil immediate declinations Consists of a redacted copy of item A.2.(f)(1).

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

g. Criminal immediate declinations file

- (1) Complete System. Consists of preselected data transmitted by the USAOs to EOUSA related to criminal cases that the USAO declined to pursue in the fiscal year. Restrictions per 5 U.S.C. § 552.

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

- (2) Public use version. Consists of a redacted copy of A.2.(g)(1).

Disposition: PERMANENT. Fiscal year end data is permanent. Transfer a copy of the data to the National Archives and Records Administration in blocks of 5 fiscal years when the data is at least 10 years old in accordance with 36 CFR 1228.270.

h. Civil delete history file

Complete System. Consists of data related to civil cases that were not forwarded by the USAOs to EOUSA through seven consecutive monthly update cycles and are automatically moved to the Civil delete history file.

Disposition: TEMPORARY. Destroy/delete when 3 years old.

i. Criminal delete history file

Complete System. Data related to criminal cases that were not forwarded by the USAOs to EOUSA through seven consecutive monthly update cycles and are automatically moved to the Criminal delete history file.

Disposition: TEMPORARY. Destroy/delete when 3 years old.

B. EOUSA Debt Collections Tracking System

1. **Inputs.** Monthly Extracts from District Offices. Preselected data from the USAOs debt collections tracking system (currently the Tracking Assistance for the Legal Office Network, or TALON) forwarded to EOUSA for entry into the EOUSA centralized debt collections tracking system (currently Transactional Information Government Accounting System, or TIGAS).

Disposition: TEMPORARY. Destroy/delete 90 days after data successfully captured, entered, and verified by EOUSA.

2. **Masterfile.** Consists of preselected and consolidated debt collections information used to track debt collections matters and produce standardized and ad hoc reports on debt collections issues. EOUSA currently uses the TIGAS. It tracks all post-judgment collections and routine pre-judgment collections actions handled by each USAO's Financial Litigation Unit. .

Disposition: TEMPORARY. Destroy/delete when 7 years old or when no longer needed for fiscal, legal or administrative purposes, whichever is later.

C. EOUSA Personnel Resource Tracking System

1. **Inputs.** Monthly Extracts from District Offices. Consists of preselected personnel resource data from the USAOs personnel resource tracking system forwarded for entry into the EOUSA personnel resource tracking system (currently EOUSA-5).

Disposition: TEMPORARY. Destroy/delete 90 days after data successfully captured, entered, and verified by EOUSA.

2. **Masterfile. EOUSA-5 System.** Consists of preselected and consolidated personnel resource data transmitted from each USAO to EOUSA.

Disposition: TEMPORARY. Destroy/delete when 10 years old or when the data is no longer needed, whichever is later.

D. EOUSA Automated Case Management Systems Outputs. System-wide outputs derived from the Central System master files, the TIGAS master files, and the EOUSA-5 master files.

1. United States Attorneys Annual Statistical Report (two copies)

Disposition: PERMANENT. Cut off annually. Transfer 2 copies for each year to the National Archives and Records Administration upon accumulation of 1 cubic foot.

2. Standard Monthly and Quarterly Reports

Disposition: TEMPORARY. Destroy/delete after information in monthly and quarterly reports is incorporated into the United States Attorneys Annual Statistical Report or after the information is no longer needed for reference use, whichever is later.

3. Administrative Reports. Reports viewed on-line or printed to hard copy and used for administrative purposes such as monitoring office workload, assigning cases, formulating budget estimates, or justifying budget requests.

Disposition: TEMPORARY. Destroy/delete at the end of the fiscal year or after the information is no longer needed for reference use, whichever is later.

4. Ad Hoc Reports. Ad hoc reports generated for response to requests for data from Congress, the public, and the Attorney General.

Disposition: TEMPORARY. Destroy/delete at the end of the fiscal year or when no longer needed for reference use, whichever is later.

5. Electronic versions of records covered by Items D(1-4) created by word processing, electronic mail, WEB versions, or other electronic applications.

Disposition: TEMPORARY. Destroy/delete when recordkeeping copy is produced or when no longer needed for dissemination, revision, or updating, whichever is later.

E. EOUSA Automated Case Management Systems Documentation. System-wide documentation for the Central System, TIGAS, and EOUSA-5 including code books, code tables, record layouts, user manuals, and other documentation used to interpret the EOUSA systems.

1. **System Documentation for Permanent data.** All documentation required to read and interpret data such as code books, code tables, record layouts, user manuals, and other documentation used to interpret the permanent Civil and Criminal flagged master files, the Criminal immediate declinations file, Civil immediate declinations file through FY99 only, and the Criminal charge file.

Disposition: PERMANENT. Transfer to the National Archives and Records Administration with the corresponding transfer of permanent data according to 36 CFR 1228.270 (e)(1-3).

2. **System Documentation for temporary data.** Code books, code tables, record layouts, user manuals, and other documentation used to interpret the temporary Civil and Criminal unflagged master files, TIGAS, and EOUSA-5.

Disposition: TEMPORARY. Destroy/delete when superseded or upon authorized deletion of the related database, or when no longer needed for system operations, whichever is later.