

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-060-79-06

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Department of Justice states that these records have been destroyed.

Date Reported: 11/01/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

**TO. GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Criminal Division

3. MINOR SUBDIVISION
Organized Crime & Racketeering Section

4. NAME OF PERSON WITH WHOM TO CONFER
David Margolis

5. TEL EXT
633-3516

LEAVE BLANK	
JOB NO NC1-60-79-6	
DATE RECEIVED 4-17-79	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-9-79 Date	<i>James B. Shode</i> Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4-16-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> ROBERT M. YAHN	E. TITLE Chief, Records Maintenance and Disposition Section, Records Management Group/APMS/OMF
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	The Organized Crime & Racketeering Section supervises efforts of the Criminal Division against organized crime, and oversees enforcement of statutes often associated with racketeering activities that have been a major source of revenue for the crime syndicates. This includes specific supervisory authority over the extortionate credit provisions of the Consumer Credit Protection Act of 1968, the Gambling Devices Act of 1962, the Organized Crime Control Act of 1970 and other laws relating to gambling, extortion, bribery, racketeering and liquor control. Request to dispose of the Organized Crime & Racketeering Section File Checkout System. (See attached Privacy Act Notice of this system, CRM-011)		3 items

*Sent to MUF, MWR, & Agency
5-11-79 mjs*

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This automated system was developed to maintain a log of file removals and returns by Section personnel and includes the following data elements:</p> <ul style="list-style-type: none"> a) File number or subject matter b) Borrower c) Date borrowed d) Date returned <p>Implemented in 1972, this system gradually fell into disuse, with the last record added in April 1978. It therefore fails to provide a comprehensive log and is thus of no current or historical value. Furthermore, the filing system for which it was used is being merged with the central filing system for the Division, and this system is not compatible with the Division's system for logging file removals and returns.</p> <p>The data is maintained on magnetic tape and references a total of only 2,310 transactions.</p> <p style="text-align: center;">DISPOSITION: DESTROY IMMEDIATELY</p>		
2	<p>Request to dispose of the Organized Crime & Racketeering Section Information Management System. (See attached Privacy Act Notice of this system, CRM-013)</p> <p>This statistical report of typist productivity factors was automatically generated by the ADP input equipment used by the Organized Crime Section from late 1972 until January 1979. The data was not useful in the format provided, and hence the system operator routinely deleted the file as soon as it was generated. Thus there are neither hard copies nor machine readable records in existence for this system. No further records are being generated.</p> <p style="text-align: center;">DISPOSITION: DESTROY IMMEDIATELY</p>		

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p>Request to dispose of the Intelligence Unit's Visitor Pass System (See attached Privacy Act Notice of this system, CRM-015)</p> <p>This manual system was used by the Intelligence Unit during the Mid-70's, and was last utilized prior to 1978. Data elements included:</p> <ul style="list-style-type: none">a) Visitor's name/idb) Date and time of visitc) Time of departured) Employee visitede) Purpose of meeting <p>Although it was intended to refile this system alpha by visitor name, to this date it remains chronological by date of visit and is therefore not a system of records.</p> <p>With the Division's decision to terminate the function of the Intelligence Unit and reassign its personnel elsewhere, there is no current or historical need to retain these records. Note that items a, b, and d above are recorded by building security whenever a non-federal-government employee enters the building. It should be noted that in the course of disbanding the Unit, the "shoe-box" containing this system has been misplaced and may in fact have been destroyed.</p> <p>DISPOSITION: DESTROY IMMEDIATELY IF FOUND</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A

Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

System name: Organized Crime and Racketeering Section File Check Out System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals having access to the Organized Crime and Racketeering Section files and subjects of the files.

Categories of records in the system: This system consists of a manual and automated index of those individuals who have had access to Organized Crime and Racketeering Section files with accompanying notations of the numbers of the files to which access is granted.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 55, particularly subsection (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses of the records in this system outside of the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on disc pack, tape, and paper.

Retrievability: A record in this system may be accessed by name file number.

Safeguards: The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer are similarly protected by being maintained in a restricted area at the Department of Justice.

Retention and disposal: Information in the system is constantly updated as new information is received. Historical data is maintained as an audit trail until sufficient experience with the system is received to develop appropriate procedures for the elimination and destruction of the data. Such procedures are consistent with applicable governmental procedures.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning the system should be addressed to the System Manager listed above.

Record source categories: Employees of government agencies and personnel of the Department of Justice.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (e)(4)(G), (H) and (I), (f), and (g) of the Privacy Act pursuant to J.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

System name: Organized Crime Information Management System.

System location: Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Intelligence clerks and technicians of the Organized Crime and Racketeering Section, Criminal Division.

Categories of records in the system: This system consists of a record of the quantity and accuracy of data input by various clerical and technical personnel of the Organized Crime and Racketeering Section, Criminal Division.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of the record as follows: 1. to data transcription service personnel from outside of the Department of Justice; 2. to demonstrate data transcription techniques to potential user agencies outside of the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on magnetic tape, disc pack, and paper.

Retrievability: A record in this system is accessed by individual name.

Safeguards: The records in this system are maintained in safes with additional physical safeguards as well as limited access by Departmental personnel.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual concerned and the dates of his or her employment, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Input clerks and technicians.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 015

System name: Organized Crime and Racketeering Section Intelligence and Special Services Unit Visitor Pass System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals from outside the Criminal Division who are permitted to enter the Intelligence and Special Services Unit for the purpose of transacting business, and the employee being visited.

Categories of records in the system: The system consists of an alphabetical index of the names of those from outside the Criminal Division who have visited the Intelligence and Special Services Unit of the Organized Crime and Racketeering Section. It includes the name of the visitor, the name of the person visited, the visitor's date of birth, address, employment, citizenship, security clearance, date of arrival and departure, the signature of the visitor, a brief statement of the purpose of the visit, and occasional comments by Departmental personnel on the visit.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 55, particularly subsection (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses of the records in this system outside of the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on magnetic

Retrievability: A record is retrieved either alphabetically by name of the person visited or chronologically.

Safeguards: The records are maintained in safe type filing cabinets.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or other identifying numbers or information which may be of assistance in locating the record. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Visitors to the Intelligence and Special Services Unit, Organized Crime and Racketeering Section, and Unit personnel.

Systems exempted from certain provisions of the act: None.