

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-60-846	
DATE RECEIVED 6-21-84	
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date Dec 10, 84	Archivist of the United States <i>[Signature]</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Justice

2 MAJOR SUBDIVISION
Antitrust Division

3 MINOR SUBDIVISION
Executive Office

4 NAME OF PERSON WITH WHOM TO CONFER
Ralph J. Justus

5 TEL EXT
633-2421

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 4 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	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Quinlan J. Shea, Jr.	E TITLE Director, Library Staff/OIT Justice Management Division
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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.	<p><u>MACHINE-READABLE FILES OF ANTITRUST DIVISION</u></p> <p><u>Antitrust Caseload Evaluation System (ACES)</u></p> <p>The Antitrust Caseload Evaluation System (ACES) is a management information system used primarily to monitor antitrust activities of the Antitrust Division through caseload reporting. It is also capable of providing manpower and cost and budget data for resource allocation and budget analysis. ACES provides for useful on-line and batch information retrieval, and routine and ad hoc summaries for Division management.</p> <p>ACES consists of a number of interrelated major data bases--the Matters and Time Allocation data bases are updated monthly and weekly from revised section and field office monthly reports and individual professional time sheets. The cost data base is updated monthly from financial and budget data compiled using the Department's Financial Management Information System (FMIS). The matters data base contains data on antitrust matters from 1983 to the present. The professional time allocation data base contains employee time from</p>		<i>3 items</i>

*Copy to agency, 12/18/84
Copies to NNB, NNS, + NNE, 12/21/84*

Request for Records Disposition Authority - Continuation

JOB NO

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	<p>October 1975 to the present. Information contained in ACES is identified as follows: Matter type/phase, Section identifications, Violation descriptions, Standard Industry Codes (SIC), Geographic designations, Court locations, Status descriptions, Staff personnel, Relief categories, Titles of matters, DOJ file numbers, Authorization dates, Product descriptions, Dollar volume of commerce, Judge's names, Civil numbers, Criminal numbers, Blue Book numbers, Parties involved, and other information for internal uses. Additional data bases linked to ACES cover personnel information.</p> <p>Data for the ACES system are generated from internal Division sources. Information content includes key items for individual antitrust and regulatory matters, such as type of matter, violation description, standard industry codes, status of matters and titles, activity, and professional staff. Other economic and descriptive information is also identified with the matters. Data input is generated by the section handling the individual matter. Weekly time reports are generated by individual professionals in each section.</p> <p>The system produces Division, section and field office monthly activity reports, individual professional staff time allocation sheets, a monthly product summary report and monthly and annual management reports.</p> <p>DATE OF FILE: 1975 to present. LOCATION/DESCRIPTION OF FACILITY: (Private Contractor) Computer Network Corporation, 5185 MacArthur Boulevard, Washington, DC 20016 DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 10 years after cutoff and offer to the National Archives 25 years after cutoff. DESTROY. Cut off file annually. Retain in-house. Destroy when 25 years old.</p>		<p>Per B. Yahn memo 8/3/84 and tel. conv. 10/22/84.</p>

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2	<p><u>JUDGEMENT ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (JEMIS)</u></p> <p>JEMIS provides for centralized, systematic automation of the objective and evaluative information necessary for effective management of the civil judgements obtained by the Antitrust Division since 1890.</p> <p>The purpose of JEMIS is to assist the Division in two broad areas, namely, (1) review and evaluation of existing judgements, and (2) effective management of current and future enforcement workload.</p> <p>To serve the systems first objective--review of existing judgements--a number of reports have been produced. These include:</p> <ol style="list-style-type: none"> (1) List of judgments by type of antitrust violation. (2) List of judgments by industry (i.e. SIC code and production description). (3) Statistics on total number of judgments, number vacated and modified, etc. (4) List of all parties named in judgments for determination of firms no longer in business, merged or in different lines of business (as matched against D&B's corporate data base). (5) Lists of decrees assigned high priority for review by the AAG, and subsequently matters scheduled for future review (reported on at the point when that review is to begin). <p>To serve the second objective--effective enforcement of existing decrees--the following reports are produced:</p> <ol style="list-style-type: none"> (1) Lists of decrees by company of industry with decree provisions coming due in the next month, six months, etc. (2) Lists of parties by industry or reviewing attorney with requirements unfulfilled or past due. (3) Lists of decrees incorporating provisions which will terminate in the next month, six months, etc. (4) Lists of decrees which require plaintiff or court action in the next period (such as appointment of a trustee, etc.). 		

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3.	<p>DATE OF FILE: 1890 to present. LOCATION/DESCRIPTION OF FACILITY: Antitrust Division, Information Systems Support Group, Room 404 Safeway Building, 521 - 12th Street, NW., Washington, DC 20530 DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 10 years after cutoff and offer to the National Archives 25 years after cutoff.</p> <p style="text-align: center;"><u>APPELLATE DOCKET SYSTEM</u></p> <p>The purpose of the Appellate Docket System is to provide attorneys, section chiefs, Division execu- tives and administrative personnel with up-to-date information on case related documents and schedules for arguments, briefs and other appellate activities.</p> <p>The various case attributes such as title, DOJ numbers, court agency, attorney, etc., are organized and displayed on video terminals, print-out lists, query results or statistical summaries in many different formats.</p> <p>The system reduces recordkeeping activities and enhances the accessibility of case data. It also serves as a flexible management and time planning tool for the Appellate lawyers in the section as well as their managers.</p> <p>DATE OF FILE: 1977 to present. LOCATION/DESCRIPTION OF FACILITY: (Private Contractor) Computer Network Corporation, 5185 MacArthur Boulevard, Washington, DC 20016 DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 10 years after cutoff and offer to the National Archives 25 years after cutoff.</p> <p style="text-align: center;">DESTROY. Cut off file annually. Retain in-house. Destroy when 25 years old.</p> <p><u>NOTE:</u> Current plans are to eventually combine the data in the above three systems into one system.</p>	<p>Per B. Yahn memo 8/3/84 and tel. conv. 10/22/84</p> <p>Per B. Yahn memo 8/3/84 and tel. conv. 10/22/84.</p>	