

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-65-11-24</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/23/11</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3 MINOR SUBDIVISION <b>OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY AFFAIRS</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Tammy J Strickler</b>	5 TELEPHONE NUMBER <b>540-868-4363</b>	DATE <i>11/20/12</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <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>5/19/2011</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> John C Krysa		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	1-Complaints Case Management System  The 1-Complaints system supports the Office of Equal Employment Opportunity (EEO) Affairs. The 1-Complaints system is an enterprise-level product that provides all the functionality required to collect, track, manage, process, and report information regarding Equal Employment Opportunity (EEO) complaints and cases. Projects can originate from field offices or HQ.		

## **i-Complaints EEO Case Management System**

The i-Complaints is an enterprise-level Commercial-Off-The-Shelf (COTS) product that provides all the functionality required to collect, track, manage, process, and report information regarding Equal Employment Opportunity (EEO) complaints and cases

~~1 **Inputs:** Data regarding cases and projects, to include originator, date received, to whom it was assigned, is keyed into i-Complaints~~

~~Disposition Incorporate source documents back into the FBI EEO case records (classification 280) once input to i-Complaints is verified as accurate and complete~~

Filing  
Instruction

*NOTE EEO Cases are maintained within Classification 280 case files external to the i-Complaints system, under the guidelines of records schedule N1-065-09-05*

### **2. Outputs:**

~~a **Queries** Queries and other reports regarding processing and status of cases and projects, named litigants, or other analyses~~

~~Disposition Incorporate all reports into the related case file~~

Filing  
Instruction

~~b **Statistical Reports** Reports provided to the Department of Justice and FBI management to document the status of cases assigned and the progress of those cases~~

~~Disposition Delete/destroy when 5 years old (as per 319X2, N1-065-07-7)~~

**3 Master File:** The master file of the i-Complaints System has a main case file with, but not limited to the system-generated case number, EEO case worker assigned, government lawyer assigned (when applicable), case status, FBI case file number, date opened, date closed, date of the claim, and the date of the incident(s)

Disposition Cutoff 90 days after case/project is closed Delete 25 years after cutoff

~~4 **System Documentation.** Includes system specifications, file specifications, codebooks, user guides, and output specifications~~

~~Disposition Destroy/delete when superseded The final set of system documentation can be destroyed one year after the system is discontinued (319U5, GRS 24, 3b1)~~