

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	<i>N1-118-09-2</i>
1 FROM (Agency or establishment) U S Department of Justice		Date Received	<i>9/21/09</i>
2 MAJOR SUB DIVISION United States Attorneys' Offices		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Gail C Ratliffe, Deputy Chief Operating Officer	5 TELEPHONE 202 616 6876	DATE <i>9/21/09</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><i>2</i></u> page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required is attached, or has been requested			
DATE <i>9/21/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director / OPRM</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Intelligence Proffer and Case Management Database (IPAC) United States Attorneys' Offices <i>District Criminal Intelligence Databases</i>		

District Criminal Intelligence Databases

I. Organizational Context

The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat 73, § 35), and the mission of the United States Attorney's Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide 28 U S C § 547. By Attorney General Order No 8-53 (April 6, 1953), the Executive Office for United States Attorneys (EOUSA) was created to "[p]rovide general executive assistance and supervision to the offices of the United States Attorneys" 28 C F R §0 22.

II. System Description

Several districts have implemented internal criminal intelligence and proffer management databases. The main purpose of these databases is to provide authorized staff access to compiled intelligence information from a variety of investigative forms that are submitted by other law enforcement sources and filed in the official case files, which assists with case research and active investigations. The databases permit identification of potential witnesses to, and relationships between, criminal acts and actors, by acting as a culling tool. Information is related to all potential cases submitted to the district, regardless of status, it includes information on all matters, immediate declinations, later declinations, investigations, and cases for that district. Proffer information is principally obtained from defendants facing federal charges who agree to cooperate with the Government or who are proffering information on contemplation of doing so, or for the purpose of otherwise obtaining a reduced sentence, proffer information may also come from non-criminals, including neighbors and/or witnesses to other crimes. To that end, some individual district databases include information on cases already in the process of being investigated and/or prosecuted and/or copies of mug-shots and other photographs found in the case files to assist with current or potential case research. Data pertaining to potential targets, witnesses and proffers include a large amount of personally identifiable information (PII), and may not be disclosed.

All the information is substantially duplicative of information contained within the separate US Attorney criminal case files and entries in the Legal Information Office Network System (LIONS). The investigative forms and photographs used for input into the individual district systems are maintained as part of the individual case file, and disposed of in accordance with those schedules (jobs NC-118-76-01, N1-118-89-02, N1-118-90-01, N1-118-91-01). LIONS, which is scheduled as permanent, is used to track and manage the office case files (job N1-118-99-01 and job N1-060-99-01). LIONS includes information on all cases, including matters, immediate declinations, investigations and cases.

District Criminal Intelligence Databases

This schedule is meant to cover all existing and future databases that have similar structure and use, regardless of district. This currently includes the following specific district databases, all of which are Microsoft Access databases.

The Intelligence Proffer and Case Management (IPAC) system, Eastern District of Pennsylvania (EDPA): A searchable repository for information for the EDPA USAO headquartered in Philadelphia, PA. This includes those under the “Project Safe Neighborhoods” (PSN) program. PSN is a nationwide commitment to reduce gun crime in America by networking existing local programs that target gun crime and providing these programs with additional tools necessary to be successful.

District Criminal Intelligence Database (formerly known as Rackets), Southern District of New York (SDNY): The District Criminal Intelligence Database for SDNY is a centralized and readily searchable repository for information obtained by the United States Attorney’s Office relating to criminal conduct within the jurisdiction of the Office headquartered in New York City. Information relating to a specific area within the district is also linked via geographic coordinates to mapping software.

Target Information and Proffer System (TIPS), District of Maine: TIPS is a compilation of proffer data and investigative agency investigation reports for cross-referencing purposes. Its purpose is for sharing intelligence between active working cases for the District of Maine, headquartered in Portland. TIPS, unlike IPAC and Rackets, does not presently contain photographs.

III. Disposition

Item 1: Inputs

~~Information is input into the database manually from various records provided by federal or local law enforcement agencies and filed in the individual case files, including investigative reports and photographs. Inputs primarily come from investigative reports submitted by the following (as well as other) agencies:~~

- ~~a. Federal Bureau of Investigation, specifically FBI 302 forms (“reports of investigation”)~~
- ~~b. United States Marshall’s Service, specifically mug shots maintained by the United States Marshals Prisoner Tracking System, and also maintained in the Department of Justice’s Joint Automated Booking System (JABS)~~
- ~~c. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), investigative reports~~

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- ~~d—Drug Enforcement Agency (DEA), DEA 6 forms (investigative reports)~~
- ~~e—County District Attorney Offices, criminal reports~~
- ~~f—Municipal Police Departments, criminal reports~~

~~**Disposition:** After input is complete and verified, return forms and photographs to the appropriate case file, and dispose of in accordance with existing records disposition schedules~~

Item 2: Master File

Compiled Intelligence and Investigative Information This includes data on any case submitted, reviewed, investigated, prosecuted and/or indicted under the jurisdiction of the US Attorneys and tracked within the LIONS system (including matters, immediate declinations, investigations and cases) The master files include select data manually input from the investigative forms and, in some cases, from LIONS The following fields may be included name, physical description, date of birth, state ID number, referring agency, referring agency filing number, alias(es), nature of offense (criminal case type), date and location of offense, crime code, gun and automobile information, drug type, LIONS system information (case number), etc Cases that lead to indictment may include the following additional fields the indictment date, court number, judge, charges, arraignment and trial dates, and sentence details Individual systems may also link to scanned copies of the forms and/or photographs

~~**Disposition:** TEMPORARY, delete 20 years after initial entry into database (entry date), or when no longer needed for Agency business, whichever is later~~

Item 3: Outputs

~~**Item 3a: Ad Hoc Reports:**~~

~~The systems may be used to generate monthly indictment reports Canned reports such as police division, declined cases and plea reports are available Ad hoc reports are produced upon request~~

~~**Disposition:** TEMPORARY, delete/destroy when no longer needed after generated (GRS 20, Item 16)~~

~~**Item 3b: Data Extracts**~~

~~Some districts (currently SDNY) run data from the master file through GIS software, where the data consists of extracts from the master data file (GRS 20, Items 4 & 5; Software, GRS 20, items 10 & 11)~~

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Item 4: System Documentation

~~There is no formal written documentation—Data element dictionaries and Entity Relationship Diagrams (ERC) are available for each individual system.~~

~~Disposition TEMPORARY, delete/destroy when superseded (GRS 20, item 11)~~