

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-118-10-1</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>12/7/09</i>	
2 MAJOR SUB DIVISION Executive Office for U S Attorneys		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Gail C Ratliffe, National Records Manager	5 TELEPHONE 202 616 6876	DATE <i>12/20/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<b>6 AGENCY CERTIFICATION</b> 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 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.  is not required                      is attached, or                      has been requested			
DATE <i>12/4/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director / ORMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Employee Notification System (ENS) Executive Office for U S Attorneys (EOUSA) and United States Attorneys' offices (USAOs)  See Attached		

# EMPLOYEE NOTIFICATION SYSTEM

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Executive Office for U. S. Attorneys and United States Attorneys' offices

## 1. . **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 Attorneys' 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

## 2. **System Description:**

The Executive Office for U.S. Attorney's (EOUSA) created a comprehensive enterprise-wide Employee Notification System (ENS) to notify United States Attorneys' offices and EOUSA employees and contractors of emergency and contingency situations. Notifications include alerts as well as management responses and expectations during affected periods. The system provides notifications via multiple means to the United States Attorneys' community.

The system supports alert initiation via the public telephone network and the Internet. The system can also transmit alert messages via conventional and mobile telephone, pagers, electronic mail, and Short Message Service (SMS) text. The system confirms notification delivery to personnel, and successively attempt delivery using all available methods until notification is confirmed.

The ENS system utilizes a commercial notification system to provide notifications.

## 3. **System Inputs**

All inputs to the ENS system come from EOUSA's Consolidated District Information System (CDIS). Each night, scripts pull data from the CDIS system into files. There is a file for each district, one for EOUSA, one for the Office of Legal Education (OLE), and one "all data" file. These files are securely transferred via SFTP protocol to the vendor's site. After all files are received, each file is processed, overwriting the current data set for each district. Individuals are told not to update data directly on the ENS system as updates are only kept until the next daily update is complete.

**DISPOSITION:** Temporary. Nightly updates delete outdated employee information.

## 4. **Master File:**

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Executive Office for U. S. Attorneys and United States Attorneys' offices

Each district has an input file. There ENS input files contains the following information for each record in the CDIS system:

Each input file contains:

First Name  
Last Name  
District  
Home Phone Number  
Private Cell Number  
Government Cell Number  
Government E-Mail  
Private E-Mail  
Branch  
District  
Title(s)  
Employee Type

**DISPOSITION:** Temporary. Delete superseded data once successfully updated. Delete employee data when employee or contractor is no longer employed or occupying EOUSA facilities.

## 5. ~~System Outputs:~~

~~**Reports:** Activation Detail (by name or time), Activation Summary, Exception, Qualification, Qualification and Exception, Response Status, Scenario Personnel Status, and Group Report.~~

All contact data in ENS can be viewed and printed. All contact data can be reported, printed, and exported (via csv file).

**DISPOSITION:** Temporary. Destroy when business need ends.

GRS 20/16<sup>a</sup>12

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**6. Documentation:**

Documentation for the ENS comes in two forms. The first is from inside the system using the help screens. The second set is taken from the first, but tailored specifically to the specific organization's use of the system.

**DISPOSITION:** Temporary. Destroy when obsolete or replaced.

GRS 20/11