

N1-118-10-2

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>NI-060-10-10</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>12/16/09</i>	
2 MAJOR SUB DIVISION Executive Office for U S Attorneys		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE 202 616 6876	DATE <i>13 May 10</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 _____ 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>12/10/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeneta Platt</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Consolidated District Information System (CDIS) Executive Office for U S Attorneys (EOUSA)		

Consolidated District Information System (CDIS)

U. S. Department of Justice Executive Office for United States Attorneys

A. 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.

B. System Description:

To assist in its mission, EOUSA developed the Consolidated District Information System (CDIS), which is a data repository of EOUSA and the 94 United States Attorneys' Offices (USAOs) employee information and the data source for the Employee Notification System (ENS).

CDIS provides users with the capability to view and update their individual profile (employee information) in the system, which includes contact information and emergency notification information. CDIS also leverages the current Active Directory (AD) and Oracle Internet Directory (OID) synchronization of user account information to establish the basic user profile for EOUSA and USAO users. CDIS generates data export files to enable the ENS to have current emergency notification and contact information for EOUSA users

In addition, CDIS allows EOUSA and USAO employees to be associated with key positions and to be listed as key points of contact. As a result, CDIS allows senior management to quickly locate and contact individuals based on their positions. For example, in a crisis a list of all United States Attorneys and First Assistants can be quickly compiled and then contacted.

1 Inputs:

An employee's individual personal information including employment location, phone numbers, non-DOJ email address, and emergency contact information, as well as any official positions or point of contact titles with which the employee(s) are associated

Disposition: TEMPORARY. Destroy/delete after entered into the Master File and verified, or when no longer needed to support reconstruction of, or serve as backup to, the Master File, whichever is later. (GRS 20.2(b))

2. Master File:

CDIS maintains information related to an employee's individual personal information including employment location, phone numbers, non-DOJ email address, and emergency

Consolidated District Information System (CDIS)

contact information, as well as any official positions or point of contact titles with which employee(s) are associated.

Disposition: TEMPORARY: Destroy/delete after 30 days after employee separation from EOUSA and/or USAO or when no longer needed for reference.

3 Outputs:

EOUSA and the USAOs generate the CDIS Detail and CDIS Summary reports electronically or in hard copy for administrative purposes such as monitoring office compliance with entering emergency contact information and listings of points of contact.

Disposition: TEMPORARY. Destroy/delete after 30 days or when no longer needed for reference.

4. System Documentation:

System design specifications, operations and user manuals and other related system and data files.

Disposition: TEMPORARY. Destroy/delete when superseded or upon authorized deletion of the related system, or when no longer needed for operational purposes such as reading and interpreting the data, whichever is later

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