

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-118-10-4</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>6/28/10</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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, National Records Manager	5 TELEPHONE 202 252 6488	DATE <i>30 Nov 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, is not required is attached, or has been requested			
DATE <i>6/29/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gail C Ratliffe</i>		TITLE <i>National Records Mgr</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	USA-Report (USA-R)		

USA-Report (USA-R)

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:

EOUSA developed USA-Report (USA-R) to establish a consolidated system for use by United States Attorneys' Offices (USAOs) in submitting Urgent, Serious Incident, and other reports as defined in and required by various provisions of the United States Attorneys' Manual (USAM) and corresponding United States Attorneys' Procedures USA-R provides users with the capability to enter information about incidents and other matters, including security incidents, threats to personnel or facilities, information systems security incidents, case-related urgent reports, sensitive investigations, emergencies, high-profile matters likely to attract media attention, and matters so important as to warrant the personal attention of the Attorney General within 24 hours, and to generate the required reports. This system provides a uniform format and process for the submission of these reports The purpose of the reports is to ensure appropriate officials within EOUSA and the Department of Justice are apprised of significant incidents affecting the operation of USAOs and the Department

Inputs:

Information manually input includes name of the person submitting the report, date, time, and description of the incident

GRS 20.2

Disposition: TEMPORARY Destroy any copies when successfully input, or return original source material for preservation in the appropriate official file

Master File:

USA-R captures information related to reports described above and email notification groups that can be used to notify officials who are responsible for responding to such events, exercise management responsibilities with regard to the operation of the Department and the affected USAO, or manage offices whose operations or personnel might be affected if the incident is one that is assessed as targeting more than one USAO or other office

Disposition: TEMPORARY Destroy/Delete 3 years from the date the incident is closed

USA-Report (USA-R)

~~**Outputs:**~~

GRS 20.5

~~EOUSA and USAO employees are able to generate and print event notifications and event report summary documentation~~

~~**Disposition: TEMPORARY** Cutoff is the date the incident is closed Destroy/delete when no longer needed~~

~~**System Documentation:**~~

GRS 20.11

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

~~**Disposition: TEMPORARY.** Destroy when superseded or obsolete~~