

<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	NI-118-10-5
1 FROM (Agency or establishment) U S Department of Justice		Date Received	9/9/10
2 MAJOR SUB DIVISION Executive Office for U S Attorneys_ 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE 202 252 6488	DATE OF RECEIPT OF THIS FORM BY THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	
<b>WITHDRAWN WITHDRAWN</b>			
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,  <div style="display: flex; justify-content: space-around;"> <span>is not required</span> <span>is attached, or</span> <span>has been requested</span> </div>			
DATE 6/30/2010	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gail C. Ratliffe</i>		TITLE National Records Manager, EOUSA
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Appeals Management System (AMS) (See attached)		
<b>WITHDRAWN</b>			

# Appeals Management System (AMS)

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## 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 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.

## II. System Description

The Appeals Management System (AMS) was created in a commercial off the shelf (COTS) database product by the United States Attorney's Office for the District of New Jersey, and is used on a "standalone basis" by other U S Attorneys' offices (USAOs). Each instance of the AMS can track at least 25,000 appeals. The AMS is designed to track all appellate workflow activity as a case moves through the appeals process in the Circuit Courts and allows assigned Assistant United States Attorneys (AUSAs, who often are not assigned to an appellate section), and the USAO's Appellate Chief to monitor events efficiently and effectively.

## III. Inputs

Data is manually entered into the AMS using a variety of sources including paper and other electronic systems.

**Disposition: TEMPORARY** Source materials taken from electronic systems remain available in that system according disposition schedule approved for the source system. Any original paper record is returned for inclusion in the appropriate official record system (e.g., case file) when successfully entered and verified.

## IV. Master File

Each appellate docket number has its own file which allows recording over 175 types of data. All screens in the AMS can be customized to reflect office and court practice as needed. The "initial entry" screen is designed to capture initial information about the proceedings (e.g., judge, AUSA, docket number, appeal type, defense attorney, etc.). The "record" screen tracks the assembly of the record for brief writing and appendix purposes. The "briefing" screen tracks briefing due dates and filing. The "argument" screen tracks information regarding the argument and submission of appeals. Finally, the "decision and closing" screen tracks data about the

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## Appeals Management System (AMS)

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disposition of the appeal and the appellate file

**Disposition: Temporary.** Cutoff is when the case is closed. All AMS data relevant to the case inherits the same disposition as the case file. AMS data will be destroyed at the same time as the case itself. Any case given a permanent disposition shall have case specific AMS data transferred to NARA using NARA standards.

### V. **Outputs:**

System is used to generate queries, reports, AUSA e-mails, and PDF forms including but not limited to Appeals reports, presentations, briefs, arguments, etc.

**Disposition: Temporary** Destroy/delete when no longer needed for business purposes

### VI. **System Documentation:**

**Disposition: TEMPORARY,** destroy/delete when superseded or obsolete

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