

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-118-89-3

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

2/7/89

1 FROM (Agency or establishment)

Department of Justice

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Executive Office for U.S. Attorneys

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

U.S. Attorney Offices

4. NAME OF PERSON WITH WHOM TO CONFER

Margaret A. Smith
Margaret A. Smith

5 TELEPHONE EXT.

272-9826

DATE

2/6/89

ARCHIVIST OF THE UNITED STATES

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>02-02-89</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	D TITLE Records Officer, Records Management Section/FASS/JMD
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>DEBT RECOVERY RECORDS</u></p> <p>The Federal Debt Recovery Act of 1986 authorizes the Attorney General to contract with private counsel to assist the U.S. Attorneys in collecting consumer and commercial debts owed the United States.</p> <p>Debt collection case files may include the claims collection litigation report; certificate of indebtedness; satisfaction of judgement or certificate of discharge; court and related legal documents such as consent judgements, orders, briefs, pleadings and settlement agreements; status reports and correspondence, and any other documentation developed during the negotiation, compromise, settlement and/or litigation of the indebtedness. Also included may be records maintained by private counsel under the Act and which are turned over to the U.S. Attorney at the completion of debt collection efforts. (These records are maintained separately from the civil/criminal case files)</p> <p><u>Disposition:</u> Transfer to the Federal records center one year after close of case. Destroy six years after close of case.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
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2.	<p>Automated data base information maintained under the Federal Debt Recovery Act of 1986, contains data extracted from the case file and any data generated or developed to support the administrative operations of the debt collection program. Information may include personal data, e.g., name, social security number, date of birth and locator data; claim information; payment demand information; account information; and any other data related to the negotiation, compromise, settlement and litigation of indebtedness owed the United States.</p> <p><u>Disposition:</u> Erase automated information from the data base six years after close of the debt collection case file.</p>		
3.	<p>Other debt collection records under the Act which are established and maintained separately from the civil/criminal case files.</p> <p><u>Disposition:</u> Destroy after six years, or when no longer needed for reference, whichever is sooner.</p>		