

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-118-99-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11-23-98	
1. FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Executive Office for U.S. Attorneys			
3. MINOR SUBDIVISION Case Management Staff			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Ernie M. Halbrock</i> Kenneth L. Wainstein Director, EOUSA	5. TELEPHONE NUMBER 202/514-2121	DATE 8-21-03	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 for 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4-16-02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund		TITLE Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Automated Case Management System United States Attorney Offices (RG 118) See attached	NC1-60-83-8, item #2	

**Automated Case Management Systems (RG 118)
United States Attorneys Offices**

The mission of the United States Attorneys is to serve as the nation's principal litigators. The 93 United States Attorneys are appointed by, and serve at the direction of the President of the United States, with the advice and consent of the United States Senate. They report to the Attorney General, through the Deputy Attorney General. One United States Attorney is appointed to serve in each of the 94 federal judicial districts, with the exception of Guam and the Northern Mariana Islands, where a single United States Attorney serves in both districts. Each United States Attorney serves as the chief federal law enforcement officer within his or her judicial district. The United States Attorneys are responsible for the prosecution of criminal cases brought by the federal government, the prosecution and defense of civil cases in which the United States is a party, the handling of criminal and civil appellate cases before the United States Courts of Appeals, and the collection of debts owed the federal government which are administratively uncollectible.

The 93 United States Attorneys Offices (USAOs) are provided general executive assistance and supervision, operational support, and administrative management direction and oversight by the Executive Office for United States Attorneys (EOUSA). EOUSA requires USAO data to justify budget requests, allocate resources among USAO offices, and produce management reports. This data, which is compiled into an Annual Statistical Report at the end of each fiscal year, is also used to produce numerous periodical and ad-hoc reports for the Attorney General, Office of Management and Budget, the General Accounting Office, Congress, and various federal agencies and private sector organizations. The USAOs also utilize this data to allocate resources, justify expenditures, and produce local management reports.

To collect the data required for the above purposes, and to assist the USAOs in managing their workloads, the EOUSA has developed automated case management systems, i.e. databases, for tracking all criminal and civil matters, cases, and appeals; debt collection matters; and, personnel resource matters. Tracking generally refers to noting basic case related information such as charges, statutes, and sentencing, as well as administrative matters such as names, contact information, and addresses, which are taken from the official case file and inserted into the database. The database is modified according to the administrative business needs of the USAO and the attorney working the case.

The current USAO automated case management systems include the Legal Information Office Network System ("LIONS"), which tracks the status of criminal and civil matters, cases, and appeals; the Tracking Assistance for the Legal Office Network (TALON) System, which tracks information pertaining to debt collection matters; and the USA-5 system, which tracks information pertaining to personnel resource allocations. The USAOs extract and transfer on a monthly basis preselected portions of their case management systems to the Case Management Staff of the EOUSA. The EOUSA, in turn, utilizes the monthly extract of data from the USAOs to create its own automated case management systems (see **Job N1-60-99-1**).

This schedule applies to each United States Attorney's Office automated case management system (currently LIONS), debt collection tracking system (currently TALON), and personnel resource

management system (currently USA-5) and to future systems that may supersede or complement these systems with a similar purpose and function.

Local Automated Case Tracking Systems

1. Inputs:

- a. **Data entry documents used as case management input/source records** designed and used solely to create, update, or modify the records in the case management system (examples include -- Criminal Matter Authorization/Immediate Declination Sheet, or "Authorization Sheet," Civil Event/Scheduled Event Update Sheet, Civil Initiation Sheet, Criminal Initiation Sheet, and Civil Closing Sheet.)

Disposition: TEMPORARY. Destroy after data has been successfully captured, entered, and verified.

- b. **Case related document (examples include correspondence and court filings)** used to create, update or modify the records in the case management system.

File with associated case file or other appropriate file. Destroy or transfer to NARA according to disposition instructions of the associated file.

2. Local USAO Criminal and Civil Case Tracking System

Automated case tracking systems are used by all district and branch offices of United States Attorneys to record and track the status of all civil and criminal matters, cases and appeals handled by the U.S. Attorney's office. The systems are designed to track the status of cases and analyze litigation trends in order to project workloads and resource requirements. Preselected data is forwarded monthly to EOUSA by the USAOs for entry into the EOUSA Central System.

Disposition. TEMPORARY. Destroy/delete when 65 years old or when the data is no longer needed, whichever is later.

3. Local USAO Debt Collection Tracking Systems

Automated case tracking systems are used by all district and branch offices of United States Attorneys to track all debt collection activities. Preselected data is forwarded to EOUSA by the USAOs for entry into EOUSA debt collection system.

Disposition: TEMPORARY. Destroy/delete when 7 years old or when the data is no longer needed, whichever is later.

4. Local USAO Personnel Resource Tracking Systems

Automated tracking systems are used by all district and branch offices of the United States Attorneys to track information regarding the use of personnel resources allocated to the various

offices. USAO personnel record hours worked by program categories. Preselected data is extracted and transmitted to EOUSA where it is loaded into the EOUSA consolidated personnel resource tracking system.

Disposition: TEMPORARY. Destroy/delete when 10 years old or when the data is no longer needed, whichever is later.

5. Local USAO Automated Case Management Systems Outputs. Outputs derived from the local case management tracking systems in each United States Attorneys office.

- a. Reports generated electronically or in hard copy used for administrative purposes such as monitoring office workload, assigning cases, formulating budget estimates, or justifying budget requests. (Examples include Civil Matter Aging; Criminal Calendars Sorted by Date, Event, Judge; Criminal-List of Evidence by Location; List of file Requested from FRC; List of Attorneys Names; Criminal Caseload Movement by Agency; Civil Caseload Movement by AUSA, Criminal Immediate Declinations).

Disposition: TEMPORARY. Destroy after 30 days or when no longer needed for reference, whichever is later.

- b. System-generated correspondence and other documents.

File in associated file. Destroy or transfer to NARA according to disposition instructions for the associated file.

6. System Documentation. System specifications, file specifications, code books, records layouts, and user handbooks relating to the system and data files.

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

7. Electronic versions of records covered by items 1-6 of this schedule created by word processing or electronic mail.

Disposition: TEMPORARY. Delete when recordkeeping copy is produced or when no longer needed for dissemination, revision, or updating, whichever is later.

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