

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-379-87-2

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

DATE RECEIVED

6-15-87

1. FROM (Agency or establishment)

Department of Justice

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Community Relations Service

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Vivial Gladden

5. TELEPHONE EXT.

492-5995

DATE

3/2/88

ARCHIVIST OF THE UNITED STATES

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 3 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>06-12-87</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. England</i>	D. TITLE Assistant Chief, Records Management Section/GSS/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 GRS OR SUPERSEDED JOB CITATION	10.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)
<p><i>weekly</i></p> <p><i>Planning and Evaluation (eff. 16 Feb 88)</i></p>	<p>Community Relations Service (CRS) Machine Readable Records</p> <p>Operational Data Information Systems (ODIS) Records</p> <p>The Operational Data Information System (ODIS) was originated in 1978 to provide in computerized and hard copy format, a management information system of the cases in the regions for the Director, Associate Directors and Regional Directors. This involves the recording, reporting, analysis and distribution of the data to accomplish the goals and objectives of CRS. Headquarters ODIS files are located in the Office of Policy Development. The information is transmitted daily by Lexitron from the regional offices. ODIS consists of the collecting and processing of two levels of data (1) primary data descriptive of field experiences (2) derivative reports which summarize, review or analyze the primary data.</p> <p>PRIMARY DATA, after being transmitted to headquarters, is stored partly in the computer and partly in the case files. The Progress Report on Operations (PRO) reports, when received from the regional offices, are printed by the Data Control Desk (DCD) to hard copies for the case files. The DCD then transmits them to the computer where the statistical data is stored. Narrative data is converted into a printout of the weekly summary of case progress. The computer does not store narrative data.</p>	<p>Agency representative <i>Bernard W. England</i></p> <p>CRS Representative <i>Vivial Gladden</i></p> <p>DATE <i>02/23/88</i></p>	<p>NARA representative <i>Thomas J. Starn</i></p> <p>DATE <i>4/2/88</i></p>

All changes to this proposed schedule have been approved by

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1.	<p>NOTE: Case documents include important written and printed materials: (a) which may have been produced in the course of the case, or (b) which describe particular case elements with sufficient accuracy and detail to justify making them part of the record. Case documents are covered in NARA Job#NCI-379-83-1.</p> <p><u>Regional Director's Quarterly Report</u> This is composed of four elements:</p> <ul style="list-style-type: none"> a. OPS Form 9 (Status Report on Special Objectives). b. OPS Form 10 (Cumulative Report on Case Management Objectives). c. Analysis of Regional Trends - a narrative summarizing the Regional Director's perception of trends in: (1) requests for CRS service; (2) problems and impediments to case practice; (3) Socio-economic developments in the region relevant to the CRS mandate. d. The Quarterly Staff Time Report is covered in GRS 23. <p>Date of file: 1978 to Present Location: CRS 5550 Friendship Blvd. Rm. 350-D Chevy Chase, Md.</p> <p>DISPOSITION: Destroy 5 years after case is closed.</p> <p>Data Bases: The cases data base contains one record for each identification number. It is a replacement data base in that new data replaces the old data. It is used to determine the most current status of a case. The reports data base contains every report ever submitted on a given identification number. It is a cumulative data base and provides a chronological history of a case. The elements of the ODIS data base reporting system are: date, identification number, case title, location of incident, program project area, race/ethnic, type of location, population, # of persons affected, priority code, U.S. Attorney code, distance, source of alert, case entry criteria, case interrupted code, status code, tension level, staff status, staff name, staff hours, conflict resolution activities, groups, overnight travel, OTAS materials code, case objectives, products achieved/costs, and case duration. An explanation of each code is included in the ODIS Manual. Information is disposable because it is used for administrative purposes.</p> <p>Volume: Approximately 130,000^{115,000} reports on the reports data base; and 14,000^{16,000} cases on the case data base. Approximately</p>		<p><i>Deleted</i></p>

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A.

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	<p>1,500 activities are recorded each year. Each record is not quite a page. Location: Justice Data Center, 425 Eye St., N.W., Washington, DC.</p> <p>a. Reports Database.</p> <p><u>Disposition:</u></p> <p>(1) PERMANENT. Transfer magnetic tape copy of entire reports database to NARA at the end of fiscal 1988, in accordance with 36 CFR 1228.188. Volume: 10 datasets on 2 magnetic tapes (approximately 150 megabytes).</p> <p>(2) PERMANENT. Transfer annually to NARA magnetic tape copy of Progress Reports on Operations entered that year into database, in accordance with 36 CFR 1228.188. Volume: Annual accretion on 1 magnetic tape (approximately 15 megabytes).</p> <p>(3) After data have been transferred to NARA, erase individual case data information 4 years after close of case.</p> <p>b. Cases Database.</p> <p><u>Disposition:</u> Erase individual case data information 4 years after close of case.</p>		
2.	<p>Diskettes containing core data sent to headquarters from the regional offices and consolidated and incorporated into the database.</p> <p>Date of file: 1978 to present. Location: CRS, 5550 Friendship Blvd., Rm. 350D, Chevy Chase, MD.</p> <p><u>Disposition:</u> When copied into the database, erase for reuse or destroy when 2 years old, whichever is sooner.</p>		
3.	<p>Statistical Review and Evaluation of Productivity, Effectiveness, and Efficiency and other reports generated in hard copy from the databases described in item 1 above, except those filed in CRS headquarters case files.</p> <p><u>Disposition:</u> Destroy when no longer needed.</p>		