

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-60</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/25/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Civil Rights Division			
3 MINOR SUBDIVISION Administrative Section			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Gary Wong</i>	5 TELEPHONE NUMBER 202-514-4224	DATE <i>4/3/2010</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 <u>1</u> 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 <i>9/28/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeanette Plante</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Complaint Adjudication Office (CAO) Complaint Adjudication Office (CAO) - The system tracks various defined categories of professionals and support staff time. Certain positions within the Program report time spent on certain activities. This allows the Program to correlate time expended against program goals and priorities. SEE ATTACHED		

Department of Justice, Civil Rights Division: Complaint Adjudication Office (CAO)

1. Inputs

The data is manually keyed in by attorneys and support staff.

Disposition: TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in FIVS and is no longer needed *QRS 20.26*

2. Master File

CAO attorneys record their hours worked in the system so that the budget users can generate reports to get their agency billing information. Data fields include: Case Number, Case Name, Cause of Action, Date Arrived, Date Assigned, Date Closed, Nature of Disposition, Date Closed, Agency Code, Attorney Name, Work Date, Case Name and Charge Type.

Disposition: TEMPORARY, cut off every three years. Destroy/delete immediately after cutoff.

3. Outputs

Static reports such as Hourly Breakdown by Agency, Attorney Case Hours, Attorney Hours, Billable Hours, Case Assignment, Cases Not Assigned By Agency, and Cases Closed by Fiscal Year.

Disposition: TEMPORARY, destroy/delete when no longer needed for business purposes. *QRS 20.5*

4. System Documentation

Disposition: TEMPORARY, destroy/delete when superseded or obsolete.

Exception to QRS 20.11