

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-13	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/27/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Criminal Division			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>J. Brashers</i>	5 TELEPHONE NUMBER 202-353-0409	DATE 7/24/08	ARCHIVIST OF THE UNITED STATES <i>Alu...ent</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 05/21/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jennifer White</i>		TITLE Director ORMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
<i>SA 7/31/08 copies sent to Agency, NARA, NR</i>			

Department of Justice: Criminal Division: Phone Log Tracking

The Criminal Division's attorneys provide advisory services to agencies and field US Attorneys who call the department for expertise. The Phone Log Tracking system allows the Criminal Division to record information about calls made and received in fulfilling these advisory services. The system is mainly used for workload management purposes.

1. Inputs

~~Information about phone calls is manually entered into the system by attorneys logging a call. Some information, such as start/end times is automatically populated by the system based on the user's actions.~~

~~See master file disposition.~~

2. Master File

The system records important details about phone calls received and made. These include (but are not limited to) time, date, caller, subject matter, length of call, and notes. Calls can also be marked with status for reminders and any necessary follow up.

Disposition: TEMPORARY, delete 10 years after end of year in which entry is made.

3. Outputs

~~The system is set up with search capabilities for easy reference to responses with similar subject matter as well as a series of reports produced on an as needed basis. The application will print a description of the data logged for each call, assist in generating a fax cover sheet, generate reports of calls still requiring action, etc.~~

~~Disposition: TEMPORARY, destroy/delete when no longer needed for administrative use. (GRS 20)~~

4. System Documentation

~~Destroy when superseded or obsolete. (GRS 20)~~