REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	**JOB NUMBER** N1-60-08- 23

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 5/13/09

1. FROM (Agency or establishment)
Department of Justice

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
National Security Division

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION
Office of Intelligence:

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Kevin Tiernan	202/307-9972	7/6/09	Adrienne Thomas

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,

☒ is not required   ☐ is attached; or   ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/7/2009	Jeanette Plante	Director, ORMP

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Office of Intelligence Case Tracking System **(see attached)**		

National Security Division, Office of Intelligence Case Tracking System

The case tracking system is an automated tracking system containing case-related information. The case tracking system records data elements concerning the receipt, nature, handling, progression, disposition, results, and closure of cases and matters. The system also includes information used to manage the internal assignment of cases to attorneys and staff; to monitor the status of and work on those cases; to identify and analyze workload trends and issues; to devise its annual budgets and special budget requests; and to report to officials and entities within and outside of the Department of Justice concerning the caseload, activities, performance and needs of the Office of Intelligence and of the National Security Division.

1)   Inputs:

    a.   Data entry documents used as case management input or source records designed and used solely to create, update, or modify the records in the case tracking system.

    Disposition: Temporary: Destroy after data has been successfully captured, entered and verified. (GRS 20).

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

    Disposition: File with associated case file or other appropriate file. Destroy or transfer to NARA according to approved disposition authorities for the associated file.

2)   Masterfile:

Examples of Data Elements may include: Target; Docket/Control #; Foreign Power; Operation Type; FISA Type; Team; Attorney; Routed To; Group; Agency; HQ Div; Field Office; Summary Status; Case Status; Foreign Agent; Surveillance Tech; Search Locations; Case Date; Document Type; Expiration Date; Approval Date; Date Filed with Court; Document Date; Facility Search (Facility); Telephone Search (Telephone #); FBI File Number Search (FBI File #); Other Agency Reference Number Search (Reference #); FBI FISAMS Reference Number Search (FISAMS #); Pleading; Judge; OIPR Priority; Citizenship; US Person Type; Dates; Foreign Power Name; Type of Foreign Power; Type of Foreign Agent; FBI Personnel; Search Returns/Submissions; Type of Information Sought; Statutory Violation; Target Facilities; Target Telephone Numbers; Surveillance Techniques; Target Locations; Case Descriptions; Prior Applications; # of Corrections; Renews Application; Renewed By; Signature Authority; Title; Name; Emergency Authorizations; Previous Dockets; FBI File Number; Compliance Incident Reported; Audit Log (Processing History); Comments Date; Comments Author; Comment Text.

Disposition: PERMANENT. Calendar year end data is permanent for closed cases. At the end of each calendar year, move or copy closed cases offline. Transfer a copy of the data for closed or terminated cases to the National Archives and Records Administration when the data is 30 years old in accordance with 36 CFR 1228.270.

3)   Outputs

Management, tracking, and Ad Hoc Reports. Reports include printed, on-line display, and posted internal web based display reports containing detailed lists or summary statistical information concerning such things as new case receipts; pending cases; disposition or closure of cases; cases assigned to particular attorneys, reviewers or groups; cases by case type; and other miscellaneous reports.

Disposition: Temporary. Destroy after five years or when no longer needed for agency business, whichever is sooner. (GRS 20)

4)   Documentation

System administrator documentation, user manuals, policy and procedures, entity relation diagrams (ERDs), record layouts, and codes.

Disposition: PERMANENT. Transfer a copy of the documentation to the National Archives and Records Administration with the masterfile copies. Transfer updates and changes with subsequent transfer of the masterfiles.   GRS 20, item 11(a)(2)