INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-09-007

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 2a. Superseded by GRS 1.2, item 020 (DAA-GRS-2013-0008-0001).
Item 2b. Superseded by GRS 1.2, item 021 (DAA-GRS-2013-0008-0006).

Date Reported: 11/01/2020

REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER	N1-060-09-7
Date received	1/9/09

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)
Department of Justice

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Office of Community Oriented Policing Services (COPS)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER Dave Neely	5. TELEPHONE NUMBER 202-514-8553	DATE 3/27/2009	ARCHIVIST OF THE UNITED STATES 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

7. ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	COPS Management System (CMS) SEE ATTACHED		

Department of Justice: COPS Management System (CMS)

The COPS Office awards grants to tribal, state, and local law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies. and develop and test innovative policing strategies. COPS Office funding provides training and technical assistance to advance community policing at all levels of law enforcement, from line officers to law enforcement executives, as well as others in the criminal justice field. Because community policing is inclusive, COPS Office training also reaches state and local government leaders and the citizens they serve.

The COPS Management System manages the approval and administration of grant requests and provides effective management reporting. The system is effectively a "cradle to grave" grants management system that supports the programs from pre-award to closeout including monitoring and issue tracking. CMS supports the COPS mission to "advance the practice of community policing as an effective strategy in communities' efforts to improve public safety," as well as supporting COPS Goals: employee engagement, quality, leadership, service, and capacity.

1. Inputs

Data contained in CMS is the result of previously consolidated databases, data entered from grant applications, and forms. Data is also acquired via phone conversations.

Information is provided by grantees via hard copy or electronic forms and input by COPS staff usually during the application review period. Grant applications are submitted by data entry via a secure connection to Grants.gov via the COPS website. The COPS website houses on-line reporting processes that dump data into CMS.

Disposition: TEMPORARY, destroy/delete when successfully received and verified by database.

2. Master File

CMS stores data for all aspects of the grants management process to include: grantee name, address. application information and amount of grant. Other fields include but are not limited to: Law Enforcement Executive Information, Agency Details, Award Statistics and Tracking Dates, Budget Information, Contacts, and Site Visit Information. Grantees are stored by an "agency id" and each award record has a unique "award id" along with a grant number.

Information is retained in the system while hard copies of grant files are archived when closed out. (N1-60-99-3)

Successful Grant Applications
Disposition: TEMPORARY, delete/destroy 10 years after closing.

Unsuccessful Grant Applications
Disposition: TEMPORARY, destroy 3 years after rejection or withdrawal. (GRS 3/13)

3. Outputs

The system allows for pre-formatted reports to be created once relevant data is entered into the CMS system. These reports include:

- Site visit reports
- Office-based grant reviews
- Progress Reports (non-Hiring and Hiring)
- Financial Status Reports (269s)

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

4. System Documentation

CMS user manual, grant specific manuals for program teams to use.

Disposition: TEMPORARY, destroy when superseded or obsolete. (GRS 20)