REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER *N/-060-09-52*

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

Date received *9/23/09*

1 FROM (Agency or establishment) Department of Justice	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION U.S. Trustee Program (USTP)	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Executive Office of U.S. Trustees	

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Michael F. Leamon	202-616-1023	3 TL 2010	

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 ___1___ 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
9/24/2009	Jeanette Plante	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Chapter 11 Quarterly Fee Information Collection System (FICS) The Chapter 11 Quarterly Fee Information Collection System (FICS) is an accounts receivable system that assists the USTP with the notification and collection of quarterly fees from the chapter 11 debtors and tracks this activity throughout the life of the case. Pursuant to 28 U.S.C. § 1930(a), every chapter 11 debtor (or debtor's representative) must pay a quarterly fee to the United StatesTrustee until the case is dismissed, converted, or closed by final decree. **SEE ATTACHED**		

Department of Justice, Executive Office of U.S. Trustees: Chapter 11 Quarterly Fee Information Collection System (FICS)

1. Inputs

FICS receives case data from the USTP Automated Case Management System (ACMS)   The information in FICS is refreshed continuously throughout the day to reflect changes made in the ACMS. In addition, the USTP field users are allowed to enter notes.

Chapter 11 debtors mail quarterly fee payments to a single bank address which are processed electronically through the Department of Treasury's lockbox service provider. The USTP receives a daily download of these electronic transactions which are electronically posted to FICS. Manual adjustments to the transactions are made by the Program's Accounts Receivable Manager, as required.

Disposition. TEMPORARY, delete/destroy after data has been successfully captured, entered, *GRS 20.2b* and verified in FICS and is no longer needed.

2. Master File

FICS captures relevant case information including case number, debtor/company name, debtor social security number(s), company EIN, debtor addresses, debtor attorney name, trustee assigned, and assigned judge along with the accounts receivable activity for the case with respect to the quarterly fees and payments, and the debtor's disbursement activities.

Disposition: TEMPORARY, cut off when case is closed and has a zero balance. Destroy/delete 20 years after cutoff.

3. Outputs

FICS has various status reports for staff to track fee payments and case activity. Monthly data files are provided to the USTP contractor for statement mailings.

Disposition· TEMPORARY, destroy/delete when no longer needed for business purposes. *GRS 20*

4. System Documentation

Disposition: TEMPORARY, destroy/delete when superseded or obsolete

Exception to GRS 20.11