REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	**JOB NUMBER** *N1-060-09-73*

To national archives & records administration 8601 adelphi road college park, md 20740-6001	Date received *9/29/09*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
U S Trustee Program (USTP)

3 MINOR SUBDIVISION
Executive Office of U S Trustees

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

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 9/28/2009	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Director/ORPM

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Automated Trustee System (ATS) The Automated Trustee System (ATS) allows the USTP to track data pertaining to the appointment of bankruptcy trustees, and includes information related to the audits and evaluations performed on their operations, and general case statistics **SEE ATTACHED**		

PREVIOUS EDITION NOT USABLE   **STANDARD FORM 115** (REV 3-91)
Prescribed by NARA 36 CFR 1228

Department of Justice, Executive Office of U.S. Trustees:
Automated Trustee System (ATS)

1 Inputs

The trustee information is manually entered by EOUST staff The general case statistics are uploaded from regional spreadsheets submitted quarterly

Disposition TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in ATS and is no longer needed for business purposes

GRS 20, item 2

2 Master File

One record is created for each trustee

ATS stores trustee names, addresses, security status information, dates of appointments, and judicial district of their appointment(s) as well as general case statistics regarding the handling of estate assets

Disposition   TEMPORARY, cut off when trustee has left position   Destroy/delete 20 years after cutoff

3 Outputs

ATS has various status reports for staff to track trustee assignment status and to provide an overview of case closings and associated statistics.

Disposition   TEMPORARY, destroy/delete when no longer needed for business purposes

GRS 20, items 4, 5, 6, a16

4 System Documentation

Disposition   TEMPORARY, destroy/delete when superseded or obsolete

GRS 20, item 11