

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Justice

2. MAJOR SUBDIVISION
Justice Management Division

3. MINOR SUBDIVISION
Systems Technology Staff

4. NAME OF PERSON WITH WHOM TO CONFER
Mary W Lund 5/26/98
Mary Lund

5. TELEPHONE
202-514-4373

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-60-98-8

DATE RECEIVED
5-12-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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 1 page(s) are not now needed for the business of 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: *05-26-98* SIGNATURE OF AGENCY REPRESENTATIVE: *Bernard W. Berglind* TITLE: **Records Officer**
Bernard W. Berglind

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Departmental Case Management System (DCMS)</p> <p>The Departmental Case Management System (DCMS) was a Department-wide summary reporting system. The system was terminated in January 1998. The DCMS consisted of three integrally related subsystems: The Departmental Case Management Numbering System (DCMNS); the Departmental Case Management Reporting System (DCMRS); and the Departmental Case Management Ad Hoc Query System (DCMQS). The DCMS provided summary level reports based on case information reported from the Department's litigating organizations. The DCMS identified and accounted for duplicative case reporting from the litigating organizations using a Departmental Case Management Number (DCMN) assigned by a central case numbering system. Specific case information, when required, was sought directly from the litigating organization.</p> <p><i>cc Agency</i></p>	<p><i>WITHDRAWN</i> <i>8-28-2002</i></p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>The Department's litigating organizations accessed the DCMNS to obtain non-intelligent sequential Departmental Case Management Numbers. These numbers were entered into their organization's case management system. Participating organizations extracted selected case information from their case management databases. The DCMRS collected, consolidated, and reported on this information. Invalid data was reported back to the submitting organization. Validated data was combined to form a consolidated Departmental Case Management Database. Summery level Departmental reports, designed to provide aggregated case information on limited data fields, were produced from this database. The DCMQS was in the process of being developed but was not completed. Its purpose was to provide management a facility to query a consolidated Departmental Case Management Database built within the DCMRS.</p> <p>Paper records include documentation developed by contractors over the life of the system and final reports produced by the DCMNS and DCMRS.</p> <p>Disposition: TEMPORARY. Destroy five years after termination of system.</p>		
2.	<p>Automated records include application software for DCMNS, DCMRS, DCMQS, and final databases for DCMNS, DCMRS and DCMQS. A tape backup of of the subsystems and databases will be made.</p> <p>Disposition: TEMPORARY. Retain backup tapes until August 1999, then destroy.</p>		