

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-60-83-8

DATE RECEIVED

9-20-83

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be "returned", "not approved", or "withdrawn" in column 10.

**SIGNATURE OF THE ARCHIVIST IS  
NOT REQUIRED FOR A REQUEST FOR  
PERMANENT RETENTION OF RECORDS**

Date Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Justice

2 MAJOR SUBDIVISION

Executive Office for U.S. Attorneys

3 MINOR SUBDIVISION

Office of Management, Information Systems & Support

4 NAME OF PERSON WITH WHOM TO CONFER

C. Madison Brewer

5 TEL EXT

673-6379

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C DATE <i>9-15-83</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Terry Appenzella</i> Terry Appenzella	E TITLE Director, Library Staff/OIT Justice Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p align="center"><u>MACHINE-READABLE FILES OF U.S. ATTORNEYS</u></p> <p>Historical Background.</p> <p>Under the supervision of the Associate Attorney General, the Executive Office for U.S. Attorneys (EOUSA) provides general executive assistance and supervision, including administrative support, to 95 offices of the U.S. Attorneys and coordinates and directs the relationship of other organizational units of the Department with such offices. The EOUSA has worked with the Justice Management Division's Office of Information Technology, its predecessor organizations, and contractors, to develop a number of automated information systems to support these activities.</p> <p>Docket and Reporting Data Base.</p> <p>The system is made up of three separate subsystems, each with a separate master file. The criminal and civil master files contain a single record for each defendant or litigant. The formats of these files are identical. The collections subsystem master file contains a single record for each debt. These records contain information concerning the nature of the debt, current status, amount of initial debt imposition and amount paid. A separate transaction log file contains the detailed history of payments and adjustments made to the debt balances.</p>		5 items

*Copy delivered to B.W. Berglund, 5/18/84. #w, 5/18/84*

**MASS DATA CHANGE SHEET NOT REQUIRED**

*NNS & NNF sent 5-24-84 by DMW.*

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Current civil and criminal caseload master files are available from FY 1974, when the current version of the system was implemented, to present. The collections sub-system was reprogrammed and reimplemented in FY 1981. FY 1981 to present master files are available and accurate from an accounting standpoint. FY 1978, FY 1979 and FY 1980 master files are available but do not contain accurate accounting information due to the nature of the earlier system design.</p> <p>This system was created in 1952 and automated in 1958, although only the aforementioned master files currently exist. Manual data from 1964 to present exists in year end summary reports and data from earlier years is contained in printed editions of the <u>Annual Report of the Attorney General of the United States.</u></p> <p>Date of File: FY 1974 to present.  Location/Description of Facility: Justice Data Center, 425 Eye Street, NW., Washington, DC 20530  Disposition: Permanent. <sup>offer</sup> Forward year end master file to the National Archives when 10 years old. <sup>and necessary documentation</sup>  Release of criminal investigatory records contained in the system is subject to provisions of 41 CFR §105-61.5302-6.  - 5. CHIE 20 10/20/83</p>		<p>changes per telcon.  BY-BA  3/22/84</p>
2.	<p>a. Prosecutor's Management Information System (PROMIS) - District of Columbia.</p> <p>PROMIS is an on-line management information system that has, since 1973, assisted the operations of criminal justice agencies around the country through the tracking of cases, the production of operational and management reports, and the generation of statistics. PROMIS data is composed of five different record types in the U.S. Attorney's office for the District of Columbia (Superior Court Division):</p> <ol style="list-style-type: none"> <li>1. Defendant record, e.g. police department identification number, name, sex, race and address.</li> <li>2. Case record, e.g. case number, case status, charge status, alias name, offense data, arrest data, current prosecutor, judge, indictment date, arraignment information, defense attorney. In addition, there is a summary of continuance information such as last court action date and reason as well as a final disposition summary containing action, reason and date.</li> </ol>		

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	<p>3. Charge record, e.g. complaint number, charge code, final disposition information, sentencing information.</p> <p>4. Continuance record, e.g. action date, action reason, next continued date, prosecutor, judge, defense attorney, bond release information.</p> <p>5. Witness/victim record, e.g. witness name and address, badge number and unit if it is a police officer, phone numbers.</p> <p>Date of File: On-line storage 1973 to present.  Location/Description of Facility: Metropolitan Police Department Data Center, 300 Indiana Avenue, NW., Washington, DC.</p> <p>Disposition: Permanent, <sup>offer</sup> <del>30</del> <sup>5</sup> Forward to the National Archives, 30 years from the final disposition date, i.e. the date on which the defendant is found guilty or not guilty, the date of the plea bargain agreement, or the date the case is dismissed or nolledd.</p> <p>NOTE: As an interim measure aimed at reducing the size of the data base, all continuance (court action) records will be removed 15 years from the final disposition date.</p> <p>b. Federal PROMIS - Remaining U.S. Attorneys' Offices</p> <p>In October 1979, the EOUSA began implementation of a plan to install PROMIS on minicomputers in the 30 largest U.S. Attorneys' Offices and on word processing equipment in the other 65 offices, before the end of FY 1985. Federal PROMIS can collect pertinent information at all stages of a criminal case, including pre- or post judgment collection of money and the appellate stage. It includes special files for witnesses, bail bondsmen, agencies, defense attorneys, legal issues (for brief indexing) and reasons for why certain actions are taken.</p> <p>Under the systems design, all the districts would transmit comparable data to Washington on a monthly basis for inclusion in the Docketing and Reporting Data Base (reference Item 1., above), which is currently scheduled to be replaced by an Executive Office PROMIS Data Base after FY 1985. Each district would be able to add to its system any unique data elements or reporting requirements that are peculiar to the district.</p>		<p>Changes per telcon  BY-BA  3/15/84  3/22/84</p>

with necessary documentation

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7  
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8 DESCRIPTION OF ITEM  
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9  
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Date of File: Implementation date varies by district.  
Location/Description of Facility: 95 U.S. Attorneys' Offices; Justice Data Center, 425 Eye Street, NW., Washington, DC. 20530

(1) Individual case information.

Disposition: <sup>PERMANENT</sup> Delete from U.S. Attorneys' office files 90 days after close of case and after pertinent information has been printed. Offer printed records to the National Archives for permanent retention when 10 years old.

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BY-BA  
3/22/84

(2) Tapes and diskettes containing core data sent to EOUSA.

Disposition: <sup>PERMANENT</sup> Offer year end, consolidated master files <sup>(on computer tape) with necessary documentation</sup> at EOUSA to the National Archives for permanent retention when 10 years old.

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(3) Core data sent to EOUSA which is consolidated and incorporated into the Docket and Reporting Data Base.

Disposition: Same as Item 1 (page 1, above).