

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<i>NCI-60-846</i>
DATE RECEIVED	<i>6-21-84</i>
NOTIFICATION TO AGENCY	
In accordance with the provision of 44 U.S.C. 3303, the disposal of records, including amendments, is approved except for items that may be lumped "disposal not approved" or withdrawn in column III.	
Date	<i>Dec 10, 84</i>
Archivist of the United States	<i>[Signature]</i>

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

Antitrust Division

3 MINOR SUBDIVISION

Executive Office

4 NAME OF PERSON WITH WHOM TO CONFER

Ralph J. Justus

5 TEL EXT

633-2421

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
	<i>[Signature]</i> Quinlan J. Shea, Jr.	Director, Library Staff/OIT Justice Management Division
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO
	10 ACTION TAKEN	
1.	<p><u>MACHINE-READABLE FILES OF ANTITRUST DIVISION</u></p> <p><u>Antitrust Caseload Evaluation System (ACES)</u></p> <p>The Antitrust Caseload Evaluation System (ACES) is a management information system used primarily to monitor antitrust activities of the Antitrust Division through caseload reporting. It is also capable of providing manpower and cost and budget data for resource allocation and budget analysis. ACES provides for useful on-line and batch information retrieval, and routine and ad hoc summaries for Division management.</p> <p>ACES consists of a number of interrelated major data bases--the Matters and Time Allocation data bases are updated monthly and weekly from revised section and field office monthly reports and individual professional time sheets. The cost data base is updated monthly from financial and budget data compiled using the Department's Financial Management Information System (FMIS). The matters data base contains data on antitrust matters from 1983 to the present. The professional time allocation data base contains employee time from</p>	
		3 items

*Copy to agency, 12/18/84.
Copies to NNB, NNS, + NNE, 12/21/84*

Request for Records Disposition Authority - Continuation	JOB NO	PAGE OF 4 of 4		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>DATE OF FILE: 1890 to present. LOCATION/DESCRIPTION OF FACILITY: Antitrust Division, Information Systems Support Group, Room 404 Safeway Building, 521 - 12th Street, NW., Washington, DC 20530 DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 10 years after cutoff and offer to the National Archives 25 years after cutoff.</p> <p style="text-align: center;"><u>APPELLATE DOCKET SYSTEM</u></p> <p>The purpose of the Appellate Docket System is to provide attorneys, section chiefs, Division executives and administrative personnel with up-to-date information on case related documents and schedules for arguments, briefs and other appellate activities.</p> <p>The various case attributes such as title, DOJ numbers, court agency, attorney, etc., are organized and displayed on video terminals, print-out lists, query results or statistical summaries in many different formats.</p> <p>The system reduces recordkeeping activities and enhances the accessibility of case data. It also serves as a flexible management and time planning tool for the Appellate lawyers in the section as well as their managers.</p> <p>DATE OF FILE: 1977 to present. LOCATION/DESCRIPTION OF FACILITY: (Private Contractor) Computer Network Corporation, 5185 MacArthur Boulevard, Washington, DC 20016 DISPOSITION: PERMANENT. Transfer to the Washington National Records Center 10 years after cutoff and offer to the National Archives 25 years after cutoff. DESTROY. Cut off file annually. Retain in-house. Destroy when 25 years old.</p> <p><u>NOTE:</u> Current plans are to eventually combine the data in the above three systems into one system.</p>		Per B. Yahn memo 8/3/84 and tel. conv. 10/22/84	Per B. Yahn memo 8/3/84 and tel. conv. 10/22/84.