

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-204-08-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/22/08	
1. FROM (Agency or establishment) Department of Justice		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Pardon Attorney (OPA)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Brenda McElroy <i>Brenda McElroy</i>	5. TELEPHONE NUMBER 202-616-6070	DATE 8/20/08	ARCHIVIST OF THE UNITED STATES <i>Alan W. ...</i>
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,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 8/20/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janet ...</i>		TITLE Director / O RMP
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

Department of Justice, Office of the Pardon Attorney (OPA): Executive Clemency Tracking System (ECTS)

The Office of the Pardon Attorney, in consultation with the Attorney General or his designee, assists the President in the exercise of executive clemency as authorized under Article II, Section 2, of the Constitution. Under the Constitution, the President's clemency power extends only to federal criminal offenses. All requests for executive clemency for federal offenses are directed to the Pardon Attorney for investigation and review. The Pardon Attorney prepares the Department's recommendation to the President for final disposition of each application. Executive clemency may take several forms, including pardon, commutation of sentence, remission of fine or restitution, and reprieve

The Executive Clemency Tracking System (ECTS) is a database for tracking the handling of clemency cases from filing the initial application to final action (denial or grant). Access to the system is limited to the staff of the Office of the Pardon Attorney.

### 1. ~~Inputs~~

The data is manually entered into the system by authorized personnel of the Office of the Pardon Attorney from information obtained from the petitioner's application and verified from the Bureau of Prison's Sentry system, as well as other official sources.

Disposition: File and dispose of paper documents with appropriate case file (see N1-204-95-1).

### 2. ~~Master File~~

Information used to track clemency requests may include but is not limited to the petitioner's name, social security number, Bureau of Prisons registration number, date the petition was received, offense and sentencing information, name of institution, relief code (type of clemency), recommendation and date sent to Deputy Attorney General, decision and date of final action by the President, and other case-related information.

Permanent. Cut off annually. Transfer copy to the National Archives 15 years after close of case.

*See next page for superseding authority*

### 3. ~~Outputs~~

Reports are run on a monthly basis for review by the Pardon Attorney and include the status of active cases by location, active caseloads for each attorney, new and closed cases by name of petitioner, etc. A report provided to the Deputy Attorney General on a monthly basis includes the status of active cases by location. Statistical reports depicting presidential clemency actions by administration are prepared using numbers obtained from the system along with other clemency grants not processed by the OPA. These statistics are updated monthly and made available to the public through the Office of Public Affairs; the statistics are posted to the Departments' public website at the end of each administration.

Disposition: Destroy when no longer needed for business purposes.

### 4. ~~System Documentation~~

*Permanent. Transfer to National Archives with transfer of masterfile data. (GRS 20, item 11)*  
~~Destroy when superseded or obsolete. (GRS 20, item 11)~~

*- RF*

## 2. Master File

Superseded by job / item number:

DA4-0204-2011-0001-0002

Date (MM/DD/YYYY):

08/12/2011