

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-379-09</i> <i>NI-60-09-69 See</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Community Relations Service (CRS)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER DurShawn Seward	5. TELEPHONE NUMBER 202-514-3668	DATE <i>10/26/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>2</u> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/29/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante <i>Jeanette Plante</i>	TITLE Director, Office of Records Management Policy	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	CRS Information System (CRSIS) CRS was created by the Civil Rights Act of 1964, and is the only Federal agency dedicated to preventing and resolving racial and ethnic tensions, incidents, and civil disorders, and it assists State and local units of government, private and public organizations, and community groups in restoring community racial stability and harmony. CRSIS provides the Department of Justice (DOJ) a tool to assist communities and the people within the ability to prevent and/or resolve issues relating to discriminatory practices. It supports the CRS mission to provide a specialized Federal conciliation service available to State and local officials to help resolve and prevent racial and ethnic conflict, violence, and civil disorder. SEE ATTACHED	<i>NI-379-87-2</i> <i>NI-379-83-1</i>	<i>change made per agency agreement.</i> <i>12/14/09</i> <i>RF</i>

Department of Justice, Community Relations Service (CRS): CRS Information System (CRSIS)

1. ~~Inputs~~

CRSIS data is manually inputted by CRS users. Contact information for Congressional Notification is received as an email attachment text file.

Disposition: Maintain with appropriate case file.

Filing Instruction

2. Master File

Each case begins with an "Alert"; followed by Deployment Notification, Assessment Report, Resolution, and Closure Report.

a. Case Reporting

The CRSIS database contains one record for each case. The major data fields include: Case Number, Alert Date, Report Author, Alert Source, Initial Tension, Title, Staff, Hours, Region, Organization, Location, Race, Issues, Alert Assessment, Resolution and Closure Report questions.

Disposition: PERMANENT, cut off when case is closed. ~~Preaccession after 5 years~~ Transfer to NARA in five year blocks 15 years after cutoff.

- changes per agency agreement. 3/24/10 AF

b. Notifications

Deployment Notifications (DN) are created to notify Congress when conciliators deploy to affected areas. The major data fields are CRSIS Case Title, Case Number, Date of Deployment, and Conciliator. Also included are assessment report(s) which detail the services performed by the CRS conciliator to include mediation, technical assistance, training, etc.

Disposition: PERMANENT, cut off when case is closed. ~~Preaccession after 5 years~~ Transfer to NARA in five year blocks 15 years after cutoff.

3. ~~Outputs~~

The CRSIS outputs are Congressional Notifications and the following reports:

- o Weekly 90 Day Report
- o Weekly Alert Reports (Graph)
- o Weekly Narrat Reports
- o Weekly OPS Reports (Graph)
- o Weekly OPS Spreadsheet Report
- Weekly Unstatus Reports
- Special Reports on request
- Quarterly Status Reports (Performance)

** Preaccession instruction removed. NARA revoked preaccession policy on 4/19/2022*

Disposition: TEMPORARY, destroy/delete when no longer needed for conducting business. (GRS 20)

4. System Documentation

Disposition: ~~PERMANENT, transfer to NARA with Master File.~~ (GRS 20)