REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER *N1-65-11-7*

To NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 12/20/10

1 FROM (Agency or establishment)

DEPARTMENT OF JUSTICE

2 MAJOR SUBDIVISION

FEDERAL BUREAU OF INVESTIGATION

3 MINOR SUBDIVISION

OFFICE OF GENERAL COUNSEL

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Tammy J. Strickler	540-868-4363	WITHDRAWN	WITHDRAWN

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 ___2___ 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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE 12/16/2010

SIGNATURE OF AGENCY REPRESENTATIVE John C. Kriysa

TITLE Chief, Records Automation Section (for) Agency Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Legal Case Management System (LCMS) LCMS supports the Litigation Branch It supports all of the FBI missions and programs, as all may be implicated in our cases in the employment, Freedom of Information Act (FOIA) and civil litigation contexts (Classification 197 cases) LCMS tracks the case indicating who it is assigned to and the progress of the case through its closure Projects can originate from field offices or HQ requesting legal advice or assistance		WITHDRAWN

Legal Case Management System (LCMS)

The LCMS is used to control and manage all FBI civil litigation cases For litigation cases, electronic communications (ECs) from field offices or HQ are sent to the front office of the Office of General Counsel (OGC) The OGC front office sends the EC to the appropriate unit to work the case The case is assigned to an attorney or a paralegal LCMS tracks the case, who it is assigned to, and the progress of the case through its closure

1 **Inputs:** Data regarding cases and projects, to include who from, date received, who it was assigned to, that is input into LCMS

Disposition Delete/destroy once verified as accurate and complete, and fully ingested into the Master File

2. **Outputs:** The *case assigned* report records the name of the attorney and unit assigned LCMS then pulls a copy of the employee's social security number, grade and salary from Bureau Personnel Management System, but they are not displayed on the screen The *plaintiff* report records the name of the plaintiff in the case and if the plaintiff is a claimant, the claimant status ID is stored The *defendant* report records whether the defendant is an FBI employee or not If the defendant is an FBI employee, it stores the defendant's name, employment status, how sued, defendant status, how represented, and if the defendant is dismissed from the case, the date of dismissal If the defendant is not an FBI employee, it stores the name of the defendant, defendant status, and if the defendant is dismissed from the case, the date dismissal The *task* report records which task is assigned to the employee by the unit chief, the unit chief's deadline date, the task assigned date and the task completed date

    a Queries and other reports regarding processing and status of cases and projects, named litigants, or other analyses

Disposition Incorporate reports into the related case file

    b Statistical Reports Reports provided to management to document the status of cases assigned and the progress of those cases The *summary file* stores six types of summaries title, freeze, OGC Attorney, history, status, and action

Disposition Delete/destroy once the summaries have been issued or when no longer needed for analytical purposes, whichever is longer

3 **Master File:** The master file of the Legal Case Management System has a main case file with the LCMS-generated case number, LCMS classification, LCMS subclassification, case status, case file number, date opened, date closed, any amount claimed or paid, date of the claim, and the date of the incident Project cases worked by

litigation units store the LCMS case number, LCMS bureau classification for a project, the case file number, the employee assigned, the unit and the case title   Procurement Law Unit and the Privacy and Civil Liberties Unit only work projects   They store the LCMS project classification, project subclassification, LCMS case number, date opened, date closed, case status, code name, unit, employee assigned, case file number, precedence indicator, client, and the case title

Disposition   Cutoff 90 days after case/project is closed   Delete 25 years after cutoff

4   **System Documentation.** Includes system specifications, file specifications, codebooks, user guides, and output specifications

Disposition   Destroy/delete when superseded   The final set of system documentation can be destroyed one year after the system is discontinued