

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-2	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/23/08	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Justice Management Division			
3 MINOR SUBDIVISION Office of the Chief Information Officer			
4. NAME OF PERSON WITH WHOM TO CONFER Monica Peddrick	5 TELEPHONE NUMBER 202-353-4081	DATE 8-28-08	ARCHIVIST OF THE UNITED STATES Adrian C. Thomas
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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE 8/21/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Geneta Forte</i>		TITLE Director ORMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED	Supersedes N1-60-89-5	RF 10/13/10
<i>8/19/08 copies sent to Agency, NWMU, NR</i>			

Department of Justice: Justice Management Division: Consolidated Debt Collection System (CDCS)

The Consolidated Debt Collection System (CDCS) tracks records of civil and criminal debts collected by the Department of Justice. These debts are the result of either direct proceedings initiated by the Department or referred collections where the Department of Justice is conducting litigation and debt enforcement on behalf of other federal agencies. The system is primarily used to support and track collection activities and the resulting financial actions.

~~1. Inputs – Inputs for the system come from several sources, including:~~

- Judgment/Settlement information entered both through automated interfaces or manually by USAO and DOJ Litigating Division staff as the result of department litigation
- Financial updates from payments and adjustments received both through automated interfaces and through manual entry
- Agency case referrals in the form of Claims Collection Litigation Reports (CCLR)
 - The CCLR is a standard format created by the Justice Department for reporting debt cases for consideration for litigation by the Justice Department.

~~Disposition: TEMPORARY, delete/destroy after data has been successfully captured, entered, and verified in CDCS and is no longer needed.~~ GRS 20

2. Master File – The system master file includes records for debts collection activities processed through CDCS. Data collected includes (but is not limited to):

- Debtor identification information (name, address, counsel's name and address, employer, bank, debt type)
- System assigned record number
- Debt information (dollar amount, accrued interest)
- Court information
- Records of payments/credits
- Case notes include history records of actions performed by DOJ personnel

Disposition: TEMPORARY, delete record 7 years after close of case, or when no longer needed, whichever is later.

~~3. Outputs – System outputs include (but are not limited to):~~

- Statistical and management reports used by litigators and officials. Examples of reports and their intended use/audience are:
 - Yearly/Quarterly collection report for Office of Management and Budget
 - Yearly/Quarterly collection report for Congress
- Case correspondence with debtors and legal counsel
- Financial and debtor statements
- Interface transactions with external systems including:
 - Treasury's Treasury Offset Program
 - Debt Accounting Operations Group's Debt Management module
 - USDOJ Tax Division's TAXDOC system

~~Disposition: TEMPORARY, delete when no longer needed for administrative use.~~ GRS 20