INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-060-09-005

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1 records have been accessioned. See National Archives Identifier 10441174

Date Reported: 8/21/2024 N1-060-09-005

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY					JOB NUMBER N 1-060-09-15 Date received (/ /			
8601	8601 adelphi road college park, md 20740-6001					Date received 5/12/09		
FROM (Agency or establishment) Department of Justice					NOTIFICATION TO AGENCY			
2 MAJOR SUBDIVISION Justice Management Division, OCIO MINOR					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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10			
Office of the Chief Information Officer (OCIO)								
4. NAME OF PERSON WITH WHOM TO CONFER Trevor A. Browne 5 TELEPHONE NUMBE 202-305-4605					DATE ARCHIVIST OF THE UNITED STATES 7-31-2008 9-18-09 Adriena Chomas			
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,								
is not required ☐ is attached; or					has been requested			
SIGNATURE OF AGENCY REPRESENTATIVE SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante Line Flante								
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			DISPOSITION	SUPERSI	RS OR EDED JOB ATION	10 ACTION TAKEN (NARA USE ONLY)	
	Telecommunications Account Billing System (TABS)							
	Syste custo	is the Telecommum used to track character accounts for the ses within DOJ	narge back	revenue and		•		
		See A	ttached					

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Department of Justice: Justice Management Division, Office of the Chief Information Officer: Telecommunications Account Billing System (TABS)

1. Input.

Telecommunication data from various vendors is both manually entered and loaded via automation into the system. Customer information, to include Reimbursable Agreements, is also entered manually by authorized DOJ users.

Disposition: TEMPORARY, cut off at end of FY in which data is received. Destroy/delete one year after cutoff.

2. Master File

a. Chargeback Processing/Revenue Tracking – Processes telecommunication vendor's data files into monthly charge backs to DOJ customers and stores all charge back revenue by billing account code (BAC), service, and obligation month in a centralized location. The system provides an easy view of historical and projected revenue information in a variety of formats

Disposition: TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

b. Reimbursable Agreement (RA) – Generated each fiscal year (FY) based on prior year revenue amounts Automatically audits RA amounts and can request amendments when the RA is projected to be overdrawn.

Disposition: TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

c. Customer Contacts – Manages customer information such as mailing address, phone number, and email. Easily prints mailing labels for monthly mail-outs of customer invoices or reimbursable agreements.

Disposition: TEMPORARY, destroy/delete when superseded or obsolete.

3. Outputs

Automatically generates remittance forms, customer invoice statements, and other financial spreadsheets These include:

- o Analytical reports for each OSS service
- O Customer Invoice Statements for our customers' records
- · o Charge back spreadsheets for Finance Staff
- o OBD-231 spreadsheets for Finance Staff (Automatically generated when RA totals are adjusted)
- o Reimbursable Agreements (RA) for our customers
- o Management-level reports and charts

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Department of Justice: Justice Management Division, Office of the Chief Information Officer: Telecommunications Account Billing System (TABS)

o Exhibit IV spreadsheets for Budget Staff (Options to generate pie charts of revenues earned by each service and to highlight certain users).

.Disposition TEMPORARY, cut off at the end of the fiscal year. Destroy/delete 10 years after cutoff.

4. System Documentation

Destroy/delete when superseded or obsolete (GRS 20)