

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER NI-564-09-11	
TO National Archives and Records Administration (NWML) 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 5/13/09	
1 FROM (Agency or establishment) Department of the Treasury		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Alcohol and Tobacco Tax and Trade Bureau		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request, including amendments, is approved except for items that may be marked "disposition not approval" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Headquarters Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Gregory P. Harrod, Sr.	5 TELEPHONE 202-927-1620	DATE 9/20/10	ARCHIVIST OF THE UNITED STATES <u>WITHDRAWN</u>
5 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> pages(s) are not now needed for the business of 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 05/06/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara M. Pearson</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment		

Chief Counsel Case Management System (CCMS)

Description: The Chief Counsel Case Management System (CCMS-TTB) is the primary production management tool used to track legal case files in the Office of Chief Counsel, track legal advice provided to TTB client offices, and to ensure that uniform, consistent and accurate legal advice is delivered to all TTB clients. CCMS is divided into four parts: case tracking, event tracking, queries and reports. Case tracking maintains a record of all legal files that are open, inactive, and closed. Event tracking records work related activities, such as telephone calls, meetings, and corresponding case files. The event tracking also records the amount of time spent completing the activity. CCMS-TTB contains sophisticated querying and reporting capabilities. TTB Counsel receives many requests for legal advice/assistance. CCMS-TTB permits TTB Counsel to track each case and/or events related to a client request. This ensures a timely response, and provides TTB Counsel with a tool to monitor/track the work of the attorneys and legal support staff working independently throughout the United States. By capturing the amount of time spent, management can better determine the proper amount and allocation of resources. CCMS-TTB is also used to research, record and search case information.

1. **Inputs:**

Data entries including, but not limited to: information relating to cases handled by the Office of the Chief Counsel, tracking information relating to advice provided to TTB offices and staff, and case file information relating to advice provided to external users.

Disposition: TEMPORARY

- A. Hardcopy Records – In accordance with GRS 20, Item 2a(4)
- B. Electronic Records – In accordance with GRS 20, Item 2b

2. **Master Files:**

CCMS-TTB contains case tracking and records of all legal files open, inactive and closed. Case events include, but are not limited to, work related activities, such as telephone calls, meetings, and a corresponding case file.

Disposition: TEMPORARY.

Cutoff when the last item is entered into the individual case file. Delete when the agency determines that it is no longer needed for administrative, legal, audit or other operational purpose, but not sooner than three (3) years after the final entry, whichever is later.

3. **Outputs:**

The outputs from this system include, but are not limited to, data/information retrieved to track each case and/or event related to a client request, to ensure that a timely response has been given; data/information used to track legal advice provided to TTB client offices, and to ensure that uniform, consistent, and accurate legal advice is delivered to all TTB clients.

Disposition: TEMPORARY.

In accordance with GRS 20, Items 12, 13, 15 and 16, as applicable
(Note: In those cases where the output records exceed the authorities listed for this series, the records are scheduled under other authorities.)

4. **System Documentation:** Codebooks, records layout, user guide, and other related materials.

Disposition:

TEMPORARY

In accordance with GRS 20, Item 11a(1)