

## Request for Records Disposition Authority

Records Schedule Number      DAA-0423-2018-0005

Schedule Status      Modified Approved Version

  

Agency or Establishment      Office of Justice Programs

Record Group / Scheduling Group      Records of the Law Enforcement Assistance Administration

Records Schedule applies to      Major Subdivision

Major Subdivision      Bureau of Justice Assistance

Schedule Subject      Public Safety Officer Benefits Claim Files

Internal agency concurrences will be provided      No

Background Information      The U.S. Department of Justice (DOJ); local, state, tribal, and federal public safety agencies; and national organizations, through the Bureau of Justice Assistance's (BJA) Public Safety Officers' Benefits (PSOB) Program, provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other first responders, and disability benefits to officers catastrophically injured in the line of duty and education benefits to the spouses and children of such disabled officers.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0423-2018-0005

Sequence Number	
1	PSOB Claim Files Disposition Authority Number: DAA-0423-2018-0005-0001
2	PSOB Appeal Files Disposition Authority Number: DAA-0423-2018-0005-0002

## Records Schedule Items

Sequence Number	
1	<p><b>PSOB Claim Files</b></p> <p>Disposition Authority Number      <b>DAA-0423-2018-0005-0001</b></p> <p>This series contains records received and created by the Public Safety Officer Benefit (PSOB) Program Office related to claims for death, disability, and education benefits made by claimants under the provisions of PSOB law currently codified as 34 USC Subtitle 1, Chapter 101, Subchapter XI: Public Safety Officer's Death Benefits. PSOB claims are submitted by a web-based portal. Claims files are currently managed by the PSOB 2.0 case management system. Applications for benefits include claim forms completed by the claimant and the Public Safety Officer's employing agency which include all supporting documents required by the Program to evaluate, validate, and process a claim. Supporting documents include verification of the claimant's eligibility to claim and receive benefits, and the employing agency's documentation of a line-of- duty death or disability. Processed claim files include original payment information or denial documents, any appeal determinations, and all correspondence related to claim.</p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>NC1-423-85-01 / 1400-1</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period      <b>Destroy when claimant and/or survivor claims are adjudicated or when records are 129 years old, whichever is sooner. Longer retention is authorized if required for business use.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></p>
2	<b>PSOB Appeal Files</b>

Disposition Authority Number      **DAA-0423-2018-0005-0002**

This series contains records of original agency appeal determinations, and where applicable, a copy of the court decision, appeal hearing transcript, medical/legal advisory opinions, and correspondence relative to the appeal process. Final appeal determinations become part of the processed claim file.

Final Disposition      **Temporary**

Item Status      **Active**

Is this item media neutral?      **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **Yes**

Do any of the records covered by this item exist as structured electronic data?      **Yes**

GRS or Superseded Authority Citation      **NC1-423-85-01 / 1400-2**

**Disposition Instruction**

Transfer to Inactive Storage      **Place in inactive file when claim is closed.  
Consolidate final appeal determination with PSOB  
Claim File, DAA-0423-2018-0005-0001**

Retention Period      **Destroy when claimant and/or survivor claims are adjudicated or when records are 129 years old, whichever is sooner. Longer retention is authorized if required for business use.**

**Additional Information**

GAO Approval      **Not Required**

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
06/22/2018	Certify	Angela NoelGantt	Deputy Director of Administration	Office of Justice Programs - Office of Administration
09/19/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/25/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/26/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist