

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11-330-09-5	DATE RECEIVED 7/31/09
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Records and Declassification Division, ESD, WHS			
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith	5. TELEPHONE (703) 588-6835	DATE 12-29-09 ARCHIVIST DON J. KUB	

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 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,

is not required, is attached, or has been requested.

DATE 7/29/2009	SIGNATURE OF AGENCY REPRESENTATIVE Robert Storer	TITLE Robert Storer Chief, Records and Declassification Division
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This schedule addresses the Office of Military Commissions, Office of the Chief Prosecutor's Victims Database. This database collects information from victims and/or victims' families for the purpose of travel to or closed captioned viewing of trials.</p> <p>See attached for more details</p>		

SF 115 Submission for scheduling with (National Archives and Records Administration (NARA)):

OFFICE OF MILITARY COMMISSIONS (OMC), OFFICE OF THE CHIEF PROSECUTOR

BACKGROUND: The Victims Database is used by the Office of the Chief Prosecutor to collect information from victims and/or family members who have suffered direct harm or loss as a result of an offense as defined in the Military Commissions Act of 2006 (M C A), for which an individual subject to trial by a military commission has been charged. Victims include, but are not limited to, victim families of September 11, 2001, The USS COLE attack on October 12, 2000, and the East Africa Embassy bombings on August 7, 1998. Information in this database is used to allow victims and/or family members to view Closed Circuit Television of the trials, to facilitate the solicitation of victim impact information, and to assist those victims and/or family members who are interested in attending portions of the trials to travel to Guantanamo Bay, Cuba (GTMO) on military aircraft and access the installation to view the proceedings or other location within the United States designated by the President of the United States.

Inputs to the database are covered under GRS 20, Items 2(a)(4) and 2(b). **Outputs** from the database are covered under GRS 20, Items 4 and 6. **Documentation** for this database is covered under GRS 20, Item 11(a)(1).

ITEM 1

FILE TITLE: Victim's Database Master File

FILE DESCRIPTION: Information collected includes full name, Social Security Number (SSN), mailing address, phone number(s) and email, requests to view closed circuit television broadcasts of hearings, travel-related information (passport information, blood type, emergency point of contact information, etc), and victim impact questionnaires (name of the deceased or injured and other related information). Database currently holds records from June 2004 to the present.

DISPOSITION: TEMPORARY. Delete/Destroy when 10 years old