

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA use only)</b>	
		Job Number	N1-567-10-18
To National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		Date Received	9/16/10
1 From (Agency or establishment) U S Immigration and Customs Enforcement (USICE)	<b>Notification to Agency</b> In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Homeland Security Investigations (HSI)			
3 Minor Subdivision Victim Assistance Program/Victim Notification Program			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) (202) 732-6337	Date 14 Dec 10	Archivist of the United States <i>[Signature]</i>

**6 Agency Certification**

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not 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

Signature of Agency Representative <i>Joseph M Gerhart</i>	Title Chief, Records Management Branch	Date (mm/dd/yyyy) 08/24/2010
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Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p>The U S Immigration and Customs Enforcement, Victim Assistance Program (VAP) provides members of the public who have been victims or witnesses of a crime committed by an alien notification of the alien offenders release from custody and/or removal from the United States through its Victim Notification Program (VNP) This notification is only provided to victims or witnesses who register with the program</p> <p><b>Criminal Alien Victim Notification File</b> File maintained by VNP personnel that contain all hardcopy documents associated with the victim notification process This file includes</p> <ul style="list-style-type: none"> <li>• <i>Advisement Letter</i> (Letter sent to victim by ICE advising the victim/witness to register with the program in order to obtain the benefit of being notified in the change of custody status of the alien offender</li> <li>• <i>Victim Request Form</i> (Form completed by the victim/witness of a crime committed by an alien offender to formally register with the Victim Notification Program)</li> <li>• <i>Enrollment Confirmation Letter</i> (Letter to victim/witness sent from the VNP confirming their registration in the program)</li> <li>• <i>Notification Letter</i> (Letter to registered victim/witness advising them of the alien offender's release from custody and/or removal from the United States</li> </ul>		

**Disposition:**

TEMPORARY Cutoff at end of fiscal year case closes (For the purposes of this schedule, a case is defined as closed after verification of victim notification of one of the following adjudication process has ended with the case being dismissed, the offender's incarceration period has ended and they have been released, the offender has been removed from the United States) Destroy/delete five (5) years after cutoff

2

**Victim Notification Tracking System**

The VNP utilizes the Victim Notification Tracking System (VNTS) as a database to track registered victims of crimes that are committed by aliens along with the alien offender information. Once a victim or witness submits the Victim Request form to register with the program, the information they provide on the form is transcribed into the VNTS for automated tracking. Once the alien is set for release from custody and/or removal from the United States, VNP personnel updates VNTS with this information as well. ICE Enforcement and Removal Operations (ERO) personnel are tasked with providing the actual notification to the victim or witness of the alien offender's release/removal information. This notification is via telephone call or by additional letter.

2(a)

**INPUT:**

**Victim Request for Notification of Criminal Alien Status Form**

~~The Victim Request for Notification of Criminal Alien Status form provides a method for the victim to transmit the information that is maintained in the system. Registering victims and witnesses voluntarily provide known information about themselves and the criminal alien that committed the offense against them or their property or to which they witnessed committing an offense. The information provided includes~~

~~Alien Offender Data~~

- ~~• Name~~
- ~~• Alien Number~~
- ~~• Date of Birth~~
- ~~• Place of Birth~~
- ~~• Crime Convicted~~
- ~~• FBI number (if known)~~
- ~~• Location of Conviction~~
- ~~• Where last Incarcerated/Released~~
- ~~• Expected Release Date~~

~~Victim/Witness Data~~

- ~~• Name~~
- ~~• Address~~
- ~~• Phone Number~~
- ~~• Email Address~~

**Disposition:**

~~FILING INSTRUCTION Form should be placed in the Criminal Alien Victim Notification file after verification of data being transcribed into VNTS and disposition for that file should be followed~~

2(b)

**MASTER FILE/DATA:**

**Victim/Witness and Alien Offender Data**

Victim/witness and alien data is provided by the victim/witness via the Victim Request for Notification of Criminal Alien Status form. Information from this form is transferred into the system for the purpose of victim notification.

Alien Offender Data includes

- Name
- Alien Number
- Date of Birth
- Place of Birth
- Crime Convicted
- FBI number (if known)
- Location of Conviction
- Where last Incarcerated/Released
- Expected Release Date

Victim Data includes

- Name
- Address
- Phone Number
- Email Address

**Disposition:**

TEMPORARY Cutoff at end of fiscal year case closes (For the purposes of this schedule, a case is defined as closed after verification of victim notification of one of the following: adjudication process has ended with the case being dismissed, the offender's incarceration period has ended and they have been released, the offender has been removed from the United States) Destroy/delete five (5) years after cutoff

2(c)

**OUTPUT:**

~~Outputs for this system are covered by GRS 20, Item 16.~~