

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0060-2012-0020**

Schedule Status                      **Approved**

  

Agency or Establishment          **Department of Justice**

Record Group / Scheduling Group   **General Records of the Department of Justice**

Records Schedule applies to        **Major Subdivision**

Major Subdivision                      **Civil Division**

Schedule Subject                      **September 11th Victim Compensation Fund of 2011 (VCF II)**

Internal agency concurrences will be provided      **No**

**Background Information**

The James Zadroga 9/11 Health and Compensation Act of 2010 ("the Act") became law on January 2, 2011. Title II of the Act reopened the September 11th Victim Compensation Fund (as the "VCF II"). The Act required a Special Master, appointed by the Attorney General, to provide compensation to any individual or personal representative of a deceased individual who suffered physical harm as a result of the terrorist-related aircraft crashes of September 11, 2001, or the debris removal efforts that took place in the immediate aftermath. Sheila Birnbaum, the appointed Special Master, issued final regulations that reopened the Fund on October 3, 2011. The Act authorizes the VCF II to accept claims for five years, beginning in October 2011 and ending in October 2016. Further, Congress appropriated a fixed sum of money for the VCF II: \$2.775 billion. Congress determined that \$875 million of that total amount may be paid out in the first five years of the VCF II program. The remainder may be paid in the sixth year (2016-2017), which will be the end of the program, unless the program is extended. Additionally, the Act amended the original statute by adding new categories of beneficiaries, setting new filing deadlines, and listing additional health conditions and diseases—including certain types of cancers—to be covered by the VCF II. The Civil Division of the Department of Justice administers the VCF II and processes the claims for compensation.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0060-2012-0020

Sequence Number	
1	Master File - Claims Management System (CMS) Disposition Authority Number: DAA-0060-2012-0020-0001
2	VCF II Background and Policy Files Disposition Authority Number: DAA-0060-2012-0020-0002
3	VCF II Administrative and Operations Files Disposition Authority Number: DAA-0060-2012-0020-0003

## Records Schedule Items

Sequence Number	
1	<p><b>Master File - Claims Management System (CMS)</b></p> <p>Disposition Authority Number      <b>DAA-0060-2012-0020-0001</b></p> <p>The CMS contains information pertaining to VCF II claimants and claimant case files. Basic information collected includes contact information for the claimant and the claimant's attorney or alternate contact person; information about whether the claimant has previously filed a claim with the VCF or has participated in any lawsuit related to the September 11, 2001 terrorist-related aircraft crashes or the related debris removal efforts; information about the claimant's presence at a 9/11 crash site from September 11, 2001 through May 30, 2002; information regarding the physical injury or condition that the claimant sustained as a result of the September 11th attacks or the related debris removal efforts; attestations and certifications including authorization to release information related to the claim, acknowledgment of waiver of rights, declaration of authority to act on minor claimant's behalf, Privacy Act notice, and proof of dismissal of any lawsuit; and supporting documentation including medical records from the World Trade Center (WTC) Health Program, the National Institute of Occupational Safety and Health (NIOSH), or other medical facilities.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation            <b>Electronic only</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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>at the end of the program</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 7 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>First year of records accumulation      <b>2011</b></p>

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**2011-2017, unless the program is extended**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**one time transfer**

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### VCF II Background and Policy Files

Disposition Authority Number **DAA-0060-2012-0020-0002**

Documentation provided to Congress, oversight authorities, other agencies, and the public about the VCF II program, such as reports, outreach, and directions and guidance related to the claims process. Also includes internal documentation pertaining to the development of regulations, policies, and procedures used to implement and govern the VCF II program. Topics may include, but are not limited to, research, budgets, audits, and compliance.

Final Disposition **Permanent**

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? **No**

### Disposition Instruction

Cutoff Instruction **at the end of the program**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 7 year(s) after cutoff**

### Additional Information

First year of records accumulation **2011**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**2011 to 2017, unless the program is extended**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**one time transfer**

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**VCF II Administrative and Operations Files**

Disposition Authority Number      **DAA-0060-2012-0020-0003**

**General files essential to the daily administrative and operations functions of the VCF II program including, but not limited to, application design documents, contract and procurement files, meeting notes, and status reports.**

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?          **No**

**Disposition Instruction**

Cutoff Instruction                      **at the end of the program**

Retention Period                        **Destroy 7 year(s) after termination of the program**

**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
08/22/2012	Certify	Deborah Allen	Assistant Director, O RMP	Justice Management Division - Office of Records Management Policy
02/20/2014	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
05/09/2014	Submit For Certification	Amy Shilane	Records Management Specialist	Civil Division - Office of Management Programs
05/14/2014	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/11/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/12/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/12/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/17/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist