

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2017-0012
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 National Security Division
Schedule Subject Office for Justice for Victims of Overseas Terrorism (OVT)
Internal agency concurrences will be provided No

Background Information The Office of Justice for Victims of Overseas Terrorism (DOJ/OVT) provides support to U.S. victims of overseas terrorism by helping them navigate foreign criminal justice systems and by advocating that their voices be heard. OVT is staffed with attorneys and professionals with expertise on crime victims' rights and terrorism who help victims and their families understand foreign criminal justice systems and participate in those systems to the extent permitted by foreign law. Additionally OVT provides referrals to U.S., foreign, and non-governmental service providers to address physical, psychological or criminal justice system needs.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0060-2017-0012

Sequence Number	
1	Victims of Overseas Terror Informational Records Disposition Authority Number: DAA-0060-2017-0012-0001
2	Victims Information Data File Disposition Authority Number: DAA-0060-2017-0012-0002
3	International Terrorism Victim Expense Reimbursement Program Records (ITVER P) Disposition Authority Number: DAA-0060-2017-0012-0003
4	Victims of Overseas Terrorism Communication Tool. Disposition Authority Number: DAA-0060-2017-0012-0004

Records Schedule Items

Sequence Number								
1	<p>Victims of Overseas Terror Informational Records</p> <p>Disposition Authority Number DAA-0060-2017-0012-0001</p> <p>Operational informational records drawn from multiple sources including U.S. and foreign government agencies, the victims, and news media, containing information relating to overseas terrorist attacks. Included are information related to specific terrorist attacks, points-of-contact relating to specific terrorist attacks, and status updates (such as the disposition of any cases arising from) specific terrorist attacks. Terrorist attacks are tracked independently from any cases that may arise from the attacks. Information relating to cases and attacks is maintained separately from victim personal identifying information (PII).</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files upon closure of the prosecution case file.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown Transfer will occur twenty years after the close of the associated case.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown NSD will review annually to determine whether records are eligible for transfer.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">11 GB</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	11 GB	
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	11 GB							

Paper		
Microform		
Hardcopy or Analog Special Media		

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Victims Information Data File

Disposition Authority Number DAA-0060-2017-0012-0002

This records series contains personal information of American victims of specific overseas terrorism attacks. This information is maintained and used to keep these individuals apprised of any developments in their cases. The information contained includes but is not limited to, names, contact information, date of incident, and relationship to victim (if victim is deceased).

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

Disposition Instruction

Cutoff Instruction Cutoff upon closure of the prosecution case file.

Retention Period Destroy no later than 20 year(s) after cutoff

Additional Information

GAO Approval Not Required

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International Terrorism Victim Expense Reimbursement Program Records (ITVERP)

Disposition Authority Number DAA-0060-2017-0012-0003

The International Terrorism Victim Expense Reimbursement Program (ITVERP) is intended to reimburse victims for allowable expenses incurred as a result of acts of terrorism occurring outside of the United States. This series contains records of recommendations to the Assistant Attorney General for National Security on whether to designate specific incidents as terrorist acts for purposes of ITVERP.

4	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 re-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Destroy when no longer needed, but no earlier than 3 years.
	Additional Information	
	GAO Approval	Not Required
	Victims of Overseas Terrorism Communication Tool.	
	Disposition Authority Number	DAA-0060-2017-0012-0004
	The Victims of Overseas Terrorism Communication Tool was created as a way to communication information to victims of specific terrorist attacks. Victims are provided access to receive notifications of important case events, including but not limited to, news bulletins and updates from the Office for Justice of Victims of Overseas Terrorism. Information in this tool is drawn from (and duplicated in) other records of OVT.	
	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
	Disposition Instruction	
Cutoff Instruction	Cut off upon notification of case closure.	
Retention Period	Destroy 10 year(s) after cut off.	
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
06/05/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
09/19/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/19/2018	Submit For Certification	Kevin Tiernan	Supervisory Records Manager	National Security Division - Records and FOIA Staff
11/20/2018	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/19/2019	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/21/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist