

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2018-0001
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 Criminal Division
Schedule Subject United States Victims of State Sponsored Terrorism Fund (USVSST Fund)
Internal agency concurrences will be provided No

Background Information The Justice for United States Victims of State Sponsored Terrorism Act (the "Act") was enacted into law as Title IV, Division O, section 404 of the Consolidated Appropriations Act, 2016, Pub. L 114-113, codified at 42 U.S.C. § 10609 (2015). The Act requires the Special Master, appointed by the Attorney General, to provide compensation to certain eligible victims of state sponsored terrorism. The Special Master, with the assistance of the Criminal Division of the U.S. Department of Justice, administers the U.S. Victims of State Sponsored Terrorism Fund (the "Fund").

The Act provides that a claim is eligible if the Special Master determines that a claimant is (1) a U.S. person, as defined in 42 U.S.C. 10609(j)(8), with a final judgment issued by a U.S. district court under state or federal law against a state sponsor of terrorism and arising from an act of international terrorism, for which the foreign state was found not immune under provisions of the Foreign Sovereign Immunities Act, codified at 28 U.S.C. 1605A or 1605(a) (7) (as such section was in effect on January 27, 2008); (2) a U.S. person, as defined in 42 U.S.C. 10609(j)(8), who was taken and held hostage from the United States Embassy in Tehran, Iran, during the period beginning November 4, 1979, and ending January 20, 1981, or the spouse and child of that U.S. person at that time, and who is also identified as a member of the proposed class in case number 1:00-CV-03110 (EGS) of the United States District Court for the District of Columbia; or (3) the personal representative of a deceased individual in either of those two categories.

Congress appropriated \$1.025 billion dollars to the Fund. The Act requires certain forfeited criminal and civil funds and property be

deposited or transferred into the Fund. Amounts in the Fund may not be obligated on or after January 2, 2026.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 2 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0060-2018-0001

| Sequence Number | |
|-----------------|--|
| 1 | Claims Forms and Supporting Case Files Disposition Authority Number: DAA-0060-2018-0001-0001 |
| 2 | USVSST Fund Background and Policy Files Disposition Authority Number: DAA-0060-2018-0001-0002 |
| 3 | USVSST Fund Administrative and Operations Files Disposition Authority Number: DAA-0060-2018-0001-0003 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p data-bbox="332 393 917 436">Claims Forms and Supporting Case Files</p> <p data-bbox="332 446 1144 478">Disposition Authority Number DAA-0060-2018-0001-0001</p> <p data-bbox="332 500 1518 968">The USVSST Fund claim files contains information pertaining to 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 the date the claimant alleges he or she was held hostage at the U.S. Embassy in Tehran, Iran; the relationship to an Iran hostage; and the case name and docket number of the final judgment upon which claimants rely on to satisfy the eligibility requirements in the Act; information regarding sources other than the Fund; information whether the claimant is part of the two legal proceedings identified in the Act; attestations and certifications including authorizations to release information related to the claim; identifying personal representatives and potential beneficiaries; and other documentation support claimants' applications for compensation.</p> <p data-bbox="332 978 917 1010">Final Disposition Permanent</p> <p data-bbox="332 1032 844 1064">Item Status Active</p> <p data-bbox="332 1085 812 1117">Is this item media neutral? Yes</p> <p data-bbox="332 1138 812 1170">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 data-bbox="332 1191 812 1223">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="332 1244 657 1276">Disposition Instruction</p> <p data-bbox="332 1298 1250 1330">Cutoff Instruction Cut off at the close of the program.</p> <p data-bbox="332 1351 1453 1393">Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after termination of the program.</p> <p data-bbox="332 1415 657 1447">Additional Information</p> <p data-bbox="332 1468 836 1500">First year of records accumulation 2015</p> <p data-bbox="332 1521 836 1553">End year of records accumulation 2026</p> <p data-bbox="332 1574 1445 1617">What will be the date span of the initial transfer of records to the National Archives? Unknown Program starts in 2015 and we anticipate for the program to end in 2026.</p> |

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How frequently will your agency transfer these records to the National Archives? **Unknown**
This will be a one time transfer of the Claims Forms and Supporting Case Files.

USVSST Fund Background and Policy Files

Disposition Authority Number **DAA-0060-2018-0001-0002**

Records consist of documentation provided to Congress, oversight authorities, other agencies, and the public about the USVSST Fund; such as, reports, outreach, and directions and guidance related to the application process. Records may also include internal documentation pertaining to the development of regulations, policies, and procedures used to implement and govern the USVSST Fund.

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? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off at the close of the program.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after termination of the program.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Program starts in 2015 and we anticipate for the program to end in 2026.

How frequently will your agency transfer these records to the National Archives? **Unknown**
This will be a one time transfer of the USVSST Fund Background and Policy Files.

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USVSST Fund Administrative and Operations Files

Disposition Authority Number **DAA-0060-2018-0001-0003**

General files essential to the daily administrative and operations functions of the USVSST Fund program including, but not limited to, application design documents; contract and procurement files; records of forfeitures, fines and penalties subject to transfer to the USVSST Fund; 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? Yes

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

Disposition Instruction

Cutoff Instruction Cut off at the close 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 |
|------------|------------------------|------------------|---|---|
| 10/26/2017 | Certify | Rebekah Meservy | Assistant Director of RIM Operations | Justice Management Division - Office of Records Mgt Policy |
| 12/13/2018 | Submit for Concurrency | Laura McHale | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 02/08/2019 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 02/12/2019 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 02/13/2019 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |