

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-060-04-6	DATE RECEIVED 4-30-04
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Criminal Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Enforcement Operations			
4. NAME OF PERSON WITH WHOM TO CONFER Beneva Weintraub, Chief Policy and Statutory Enforcement Unit 4/13/04	5 TELEPHONE 202-305-4028	DATE 3/26/06	ARCHIVIST OF THE UNITED STATES [Signature]

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 1 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 4-28-04	SIGNATURE OF AGENCY REPRESENTATIVE [Signature] Bernard W Berglund	TITLE Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>S-VISA PROGRAM RECORDS</p> <p>The Criminal Division, Office of Enforcement Operations (OEO) is responsible for the S-Visa Program. It reviews all applications for S-Visa status pursuant to 8 U S C 1101(a)(15)(S), recommending approval or disapproval to the Assistant Attorney General, Criminal Division, and coordinating the development and implementation of the S-Visa program in conjunction with the sponsoring law enforcement agencies and the Department of Homeland Security.</p> <p>Case Files for the S-Visa Program. The files contain all matter and/or case related material including, but not limited to the original request from a law enforcement agency, correspondence, investigative reports and related material created or accumulated in connection with the administration of and the Division's responsibilities in carrying out the program.</p> <p>The files are maintained alphabetically, by year and indexed by subject name and S-Visa Number. Case files are closed upon a</p> <p><i>cc Agency NR NWMD NWMA NWCT</i></p>		

final decision by the Department of Homeland Security or other final action concerning the applicant Annual accumulation, approximately ten cubic feet per year

- a S-Visa case files selected as significant because the issue had an impact on a statute, rule, regulation, or law enforcement policy, e g , set a precedent, or received local, regional or national media attention, or the interest of a Congressional committee or the Executive Office of the President, or widespread public interest

Disposition PERMANENT Transfer separately from temporary closed cases to the Washington National Records Center (WNRC) one year after close of case Accession to the National Archives and Records Administration ~~30~~ years after close of case *see email*

- b S-Visa case files that do not meet the criteria for permanent retention

Disposition TEMPORARY Transfer to the WNRC one year after close of case Destroy ten years after close of case

- 2. **Email Records** Senders' and recipients' versions of email messages relating to S-Visa program case files and that meet the definition of federal records, and any attachments to the record message after they have been copied to an electronic recordkeeping system, paper, or microfilm for recordkeeping purposes (NOTE Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required)

Disposition. Delete from the email system after copying to a recordkeeping system

- 3. **Word Processing Files.** Documents relating to S-Visa program case files, such as letters, memoranda, reports, handbooks, directives, and materials recorded on electronic media such as hard disks or floppy disketts, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes

Disposition. Delete from the word processing system when no longer needed for updating or revision