**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See instructions attached)

| TO | NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
<table>
<thead>
<tr>
<th></th>
<th>WASHINGTON, DC 20408</th>
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</table>
| 1 FROM | (agency or establishment)  
|    | Department of Justice |
| 2 MAJOR SUBDIVISION | Office on Violence Against Women |
| 3 MINOR SUBDIVISION | |
| 4 NAME OF PERSON WITH WHOM TO CONFER | Sybil Barksdale  
|    | Administrative Officer |
| 5 TELEPHONE | 202-353-7378 |

### 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 disposition on the attached 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 | 4/28-05 |
| ARCHIVIST OF THE UNITED STATES | Bernard W. Bergland |
| TITLE | Records Officer |

### DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

Office on Violence Against Women

The Office on Violence Against Women works closely with components of the Office of Justice Programs, the Office of Legal Policy, the Office of Legislative Affairs, the Office of Intergovernmental Affairs, the Immigration and Naturalization Office, the Executive Office for United States Attorneys, U S Attorneys’ Offices, and state, tribal and local jurisdictions to implement the mandates of the *Violence Against Women Act* and subsequent legislation.

**Grant Case Files** These records relate to the receipt, review, award, evaluation, and monitoring of grants awarded by the Office on Violence Against Women. The files include signed original grant documents, grant applications, grant adjustment notices, financial, narrative progress, and monitoring reports, and related papers and correspondence.

**Disposition** Cut off by year of termination. Retire to the Washington National Records Center 18 months after cutoff. Destroy 6 years and 3 months after cutoff.

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| JOB NUMBER | 71-060-05-5 |
| DATE RECEIVED | 5-6-2005 |

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**NOTIFICATION TO AGENCY**

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.
Email Records  Senders’ and recipients’ versions of email messages that meet the
definition of a federal record, and any attachments to the record messages after they have
been copied to an electronic recordkeeping system, paper, or microform 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  May be deleted from the email system after copying to a recordkeeping
system

Word Processing Files  Documents such as letters, memoranda, reports, handbooks,
directives, and materials recorded on electronic media, such as hard disks or floppy
diskettes that meet the definition of a federal record, after they have been copied to an
electronic system, paper, or microfilm for recordkeeping purposes

Disposition  May be deleted from the word processing system when no longer needed for
updating or revision