

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

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

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  
*4/1/05*

5 TELEPHONE  
 202-353-7378

LEAVE BLANK (NARA use only)

JOB NUMBER  
*71-060-05-5*

DATE RECEIVED  
*5-6-2005*

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE  
*3/16/06*

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 disposed 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*

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*  
 Bernard W. Berglund

TITLE  
 Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>Office on Violence Against Women</p> <p>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 <u>Violence Against Women Act</u> and subsequent legislation</p> <p><b>Grant Case Files</b> 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</p> <p><b>Disposition</b> 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</p> <p><i>cc Agency NR NWMD NWML NWCT</i></p>		

- 2 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

- 3 Word Processing Files Documents such as letters, memoranda, reports, handbooks, directives, and materials recorded on electronic media, such as hard disks or floppy disketts 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