

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-60-08-13	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/16/08	
1 FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Criminal Division			
3 MINOR SUBDIVISION Office of Enforcement Operations			
4. NAME OF PERSON WITH WHOM TO CONFER <i>[Signature]</i>	5 TELEPHONE NUMBER 353-0409	DATE 5/21/08	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 _____ page(s) are not needed now for the business for 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,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
<i>At 8/14/08 copies sent to Agency, NARA, NR</i>			

Department of Justice. Criminal Division: S-Visa Program Application (SVISA)

The S-Visa Program Application is used by the Office of Enforcement Operations to track applications received for S class visa status. Started in 1994 by the Violent Crime Control and Law Enforcement Act, S-Visas can be granted to aliens who assist U.S. law enforcement agencies to investigate and prosecute crimes and terrorist activities. An alien granted an S-Visa is given nonimmigrant status for a period up to three years. By statute only a limited number of S-Visas can be issued each year.

1. Inputs

~~Information is manually keyed into the database from documents maintained as part of the corresponding case file. Case files for S-Visa requests have already been scheduled as part of NI-060-04-6.~~

~~File and dispose according to appropriate case file disposition.~~

2. Master file

The application includes basic identification information about the requestor and requestor's family members, application status (including status for family member applications), important case dates, notes and adjustment phase. An alien can only be considered for an S-Visa through an application submitted by a law enforcement agency. The system tracks agency contacts, attorneys assigned to review the case, and previous applications for S-Visa status. Additionally, the system tracks annual and quarterly reports (or check-ins) by the alien throughout their time with S-Visa status.

Disposition: TEMPORARY, destroy ten years after close of case

3. Outputs

~~The S-Visa system produces a variety of statistical and administrative reports as needed, including an annual report memo for Congress. It also generates pre-formatted memos and letters related to the case. These may include a 30 day letter advising the agency of time limitations before automatic withdrawal of the application, check off sheets, withdrawal memos.~~

~~Disposition: TEMPORARY, delete/destroy when no longer needed. (GRS 20)~~

4. System Documentation

~~Disposition: TEMPORARY, destroy when superseded or obsolete. (GRS 20)~~