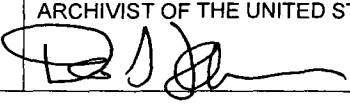
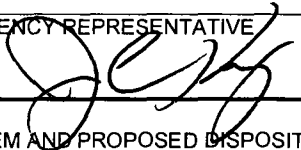


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-065-12-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 1/17/12	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Federal Bureau of Investigation		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 the Director			
4 NAME OF PERSON WITH WHOM TO CONFER Tammy J Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 11 Jan 13	ARCHIVIST OF THE UNITED STATES 
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 <u>2</u> 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 1/12/2012	SIGNATURE OF AGENCY REPRESENTATIVE John Charles Krysa 		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Child Pornography Victim Assistance (CPVA) Program Database</p> <p>Within the FBI, the Office of Victim Assistance (OVA) coordinates the CPVA program. CPVA maintains a tracking system containing the names, contact information, and notification preferences of identified Child Pornography (CP) victims. The information collected and maintained in this tracking system is from investigations conducted by international, federal, state, or local agencies. This information is shared among federal agencies to prevent repeated and unwanted notices to victims in an attempt to mitigate trauma.</p>		

Child Pornography Victim Assistance (CPVA) Program Database

The CPVA program is a joint initiative between the Federal Bureau of Investigations, United States Postal Inspection Service (USPIS), Immigration and Customs Enforcement (ICE), United States Attorney Office (USAO), Child Exploitation and Obscenity Section (CEOS), and the National Center for Missing and Exploited Children (NCMEC). The main purpose of the program is to streamline the notification process for victims of child pornography. This joint effort seeks to minimize the number of redundant contacts by the various agencies and centralize the notification process mandated by law.

Within the FBI, the Office of Victim Assistance (OVA) coordinates the CPVA program. CPVA maintains a tracking system containing the names, contact information, and notification preferences of identified Child Pornography (CP) victims. The information collected and maintained in this tracking system is from investigations conducted by international, federal, state, or local agencies. This information is shared among federal agencies to prevent repeated and unwanted notices to victims in an attempt to mitigate trauma. CPVA contains limited victim biographical data including name, address, race, and date of birth (DOB), contact information for a parent or legal guardian of a minor victim, point of contact information for the agency that has previously conducted an investigation based on images of the same victim and the victim's preference to receive notice of additional investigations or prosecutions, or to submit a Victim Impact Statement (VIS). If a victim has not previously waived that right, he/she will continue to be notified whenever the victim's image appears in any subsequent investigation. CP victims who have previously opted out of notice and VIS rights and wish to change their mind may do so by contacting OVA, the local FBI Victim Specialist, or the local US Attorney's Office.

Victim information is ultimately placed in the CPVA database when an international, federal, state, or local agency recovers pornographic images depicting identified CP victims and submits the images to NCMEC.

1 Inputs

- a When new identified victims/series are submitted to NCMEC by an international, federal, state, or local LE agency, NCMEC notifies OVA. OVA requests the investigating agency obtain notification preference information from the victim(s) to obtain the information needed to complete the OVA Notification Preference Form. After the form is signed by the victim (and/or parent or guardian, if appropriate), it is forwarded to the OVA where the victim's information and preferences are entered into the CPVA database.¹

DISPOSITION: TEMPORARY The Notification Preference Forms will be destroyed 75 years after receipt.

- ~~b On a quarterly basis, NCMEC provides OVA with a cumulative listing of all named series associated to known victims submitted by both federal and non-federal agencies, along with an agency point of contact.~~

~~DISPOSITION: TEMPORARY NCMEC listings can be deleted/destroyed once input in CPVA is verified as accurate and complete, or when superseded, whichever is later.~~

GRS 20

¹ The OVA's Notification Preference Form is available for use by other federal agencies, but the investigating agency is free to collect and forward victim information and preferences to OVA in any manner they choose.

2 Outputs

~~a Victim Information Reports that are used as part of an FBI case under classification 305
DISPOSITION Maintain the VIR in the FBI case file~~ *Filing Instruction*

~~b Victim Information Reports that are used for those cases prosecuted by other federal
agencies
DISPOSITION Maintain the VIRs in FBI case 305F-HQ-A1697675~~ *Filing Instruction*

c Quarterly Statistical Reports
DISPOSITION TEMPORARY Delete/destroy 5 years after the date of the report or
when no longer required, whichever is sooner

3 Master File The CPVA database contains the names, contact information, and notification preferences of identified CP victims in matters investigated by international, federal, state, or local LE agencies CPVA contains limited victim biographical data including name, address, race, and date of birth, contact information for a parent or legal guardian of a minor victim, point of contact information for the agency that conducted an investigation based on images of the victim and the preference for the right to receive notice of additional investigations or prosecutions, or to submit a Victim Impact Statement (VIS)

DISPOSITION TEMPORARY Delete victim information 75 years after receipt

~~4 System Documentation These records include system specifications, user guides, and privacy impact assessments.~~

~~DISPOSITION TEMPORARY Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database~~ *GRS 20*

~~5 Audit logs The audit log contains information such as the date and time of record entries and updates, system inquiries, etc~~

~~DISPOSITION TEMPORARY DELETE/DESTROY when 25 years old, in accordance with~~
N1-065-10-39 *previously approved*