

Request for Records Disposition Authority

Records Schedule Number DAA-0118-2015-0001
 Schedule Status Approved

Agency or Establishment U.S. Attorneys
 Record Group / Scheduling Group Records of United States Attorneys
 Records Schedule applies to Agency-wide
 Schedule Subject Records of the Office of the Victims Rights Ombudsman.
 Internal agency concurrences will be provided No

Background Information The Crime Victims' Rights Act of 2004, 18 U.S.C. § 3771, sets forth the rights of a victim of a federal crime to file a complaint against any employee of the Department of Justice who violated or failed to provide the rights established under the Act.

The Department of Justice has established the Office of the Victims' Rights Ombudsman to receive and investigate complaints filed by crime victims against its employees, and has implemented "Procedures to Promote Compliance with Crime Victims' Rights Obligations," 28 C.F.R. § 45.10.

The complaint process is not designed for the correction of specific victims' rights violations, but is instead used to request corrective or disciplinary action against Department of Justice employees who may have failed to provide rights to crime victims. The Department of Justice will investigate the allegations in the complaint to determine whether the employee utilized his or her "best efforts" to provide crime victims' rights. The Office of the Victims' Rights Ombudsman does not administer crime victim funds or provide services.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0118-2015-0001

Sequence Number

1

Investigative Case Files and Supporting Documentation Disposition Authority Number: DAA-0118-2015-0001-0001
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Records Schedule Items

Sequence Number	
1	<p>Investigative Case Files and Supporting Documentation</p> <p>Disposition Authority Number DAA-0118-2015-0001-0001</p> <p>Case files of internal investigations of crime victims' complaints conducted by the Victims' Rights Ombudsman, and Department of Justice officials regarding the conduct of employees named in the complaints. Case files include information furnished by the victims, interviews of victims, witnesses, and the DOJ employees named in the complaints; relevant information obtained from the files of the office named in the complaints, deliberative legal analysis, the results of the internal investigations, and the decisions issued by the Office. Also included are correspondence, notes and records relating to investigations regarding the initiation, progress, and resolution of complaints.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year in which the case is closed.</p> <p>Retention Period Destroy 3 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/17/2017	Certify	Sandra Cleveland	Records Management Specialist	US Attorneys REG118 - Executive Office for US Attorneys
01/12/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
02/01/2018	Submit For Certification	Martine Nyarko	SR. Records Analyst	Department of Justice US Attorneys - Executive Office for US Attorneys
02/02/2018	Certify	Siobhan Sperin	Assistant Director CMS/RIM	Department of Justice US Attorneys - Executive Office for US Attorneys
03/02/2018	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
03/06/2018	Submit For Certification	Martine Nyarko	SR. Records Analyst	Department of Justice US Attorneys - Executive Office for US Attorneys
03/06/2018	Certify	Martine Nyarko	SR. Records Analyst	Department of Justice US Attorneys - Executive Office for US Attorneys
06/04/2018	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
06/20/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1

07/03/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist