

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-299-09-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5/13/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Foreign Claims Settlement Commission			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Darlene Ray</i>	5 TELEPHONE NUMBER 202-616-6975	DATE <i>7-13-09</i>	ARCHIVIST OF THE UNITED STATES <i>Debra A. Thomas</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 <u>1</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 <i>5/6/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janetha P. [Signature]</i>		TITLE Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Commission Database</p> <p>The Foreign Claims Settlement Commission adjudicates claims of United States nationals for losses resulting from the uncompensated nationalization or other taking of their property by foreign governments, and claims for compensation based on wartime confinement of United States servicemen and civilians as prisoners of war or civilian internees. The Commission maintains records on all such claims, on inquiries concerning such claims, and on the administration of the programs in which those claims are adjudicated. The Commission also maintains records on its own administrative operations and procedures.</p> <p align="center">SEE ATTACHED</p>		

Department of Justice, Foreign Claims Settlement Commission: Commission Database

The database has two functions (1) tracks current claims programs which aid in the administration of the Commission's work and (2) tracks FOIA requests including the status of the request. This portion was designed to meet the requirements of Pub. L. 110-175.

1. Claims Tracking

a. Inputs

The data is manually entered into the database by reviewing the developed file in each case and extracting the pertinent information.

Disposition: Maintain with corresponding claim files.

b. Master File

This section contains information to include claimant contact information, status of the claim, and a summary of Commission action. The basis of the information is material originally submitted by the claimants.

Disposition: PERMANENT. Cut off at the end of the program. Transfer to the National Archives in accordance with the approved disposition instructions of the corresponding program files (claim files). *Pre-accession to NARA at the end of the program and when inactive, no longer being updated.*

c. Outputs

Ad hoc reports generated to answer questions about claims.

Disposition: TEMPORARY, destroy/delete when no longer needed.

d. System Documentation

Disposition: PERMANENT, transfer to National Archives with transfer of master file.

2. FOIA tracking

This section contains contact information and information regarding the status of the request. The information is provided by the requestor within their request.

Disposition: TEMPORARY, destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later. (GRS 14, 13)

*6/10/09
FCSC
agreed via
telephone.
SM*