

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>11-423-04-01</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park Maryland 20740-6001		DATE RECEIVED <i>2-2-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  Office of Justice Programs			
3. MINOR SUBDIVISION  Office for Victims of Crime			
4. NAME OF PERSON WITH WHOM TO CONFER <i>John W. Gillis</i> John W. Gillis, Director, OVC	5. TELEPHONE  (202) 307-5983	DATE <i>9-30-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>2</u> 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 <i>3/9/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Birdwell</i> Mary Birdwell	TITLE Printing & Records Officer, U.S. Department of Justice, Office of Justice Programs	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  SEE ATTACHED	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

*cc Agency NR NUM#*

## REQUEST FOR RECORDS DISPOSITION AUTHORITY

### OFFICE FOR VICTIMS OF CRIME

The Victims of Crime Act (VOCA), 42 U.S.C. § 10603b and § 10603c, outlines the specific authority of the Office for Victims of Crime (OVC) to provide compensation and assistance to victims of acts of terrorism or mass violence inside or outside the United States. Funding available through the Antiterrorism Emergency Reserve is designed to provide timely relief and to help respond to immediate and on-going challenges in providing victim assistance services in the aftermath of cases of terrorism or mass violence.

1. Travel records created for victims and families of victims of terrorism and mass violence to provide assistance for traveling to memorial services, funerals, to identify remains or retrieve personal affects or to attend informational briefings and court trials. These documents may contain personal information on the victim and/or family member information, such as name, address, telephone number, travel itinerary, etc. Organized alphabetically by traveler. **These documents should be handled/stored to maintain confidentiality.**

**Disposition: TEMPORARY** – Apply GRS 9/1 (a) and (b).

2. Briefing materials collected from various agencies for victims and victim family members on specific events, status of investigation or prosecution and travel information. These documents may contain personal information on the victim and/or family member. **These documents should be handled/stored to maintain confidentiality.**

Currently maintaining 6 cubic feet for storage and anticipate accumulating one additional cubic foot per year.

**Disposition: TEMPORARY** – Cut off annually, retire to records center one year after cut off, and destroy five years after cut off.

3. Word Processing Files. Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

**Disposition: TEMPORARY** – Delete from the word processing system when no longer needed for updating or revision.

4. Electronic Mail Records. Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

**Disposition: TEMPORARY -- Delete from the e-mail system after copying to a recordkeeping system.**