

REQUEST FOR RECORDS DISPOSITION AUTHORITY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 GRS OR SUPERSEDED JOB CITATION	10.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.



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: March 16, 2004
To: NWML
From: Kevin G. Tiernan, NWML
Subject: N1-423-04-1

The Department of Justice, Office of Justice Programs submits job number N1-423-04-1 to request disposition authority for records of its Office for Victims of Crimes relating to the Offices services towards victims of terrorists acts.

The Office for Victims of Crime acts as a facilitator to victims and relatives of victims of terrorists acts to allow these people to visit their relatives (the victims), identify remains, attend memorial services, attend trials or meetings with government officials to be briefed on the terrorist acts and the government's investigations of the terrorist acts.

The records covered by the proposed schedule fall into one of two areas: item (1) travel records for victims and relatives of victims; and item (2) briefing materials for victims and relatives of victims.

Item (1) describes "travel records created for victims and families of victims of terrorism and mass violences..." These records are purely administrative travel records and are covered by General Records Schedule 9/item 1. This item is lined off on the schedule because it does not require the Archivist's approval.

Item (2) describes, "briefing materials collected from various agencies for victims and victim family members on specific events..." These records are reference materials collected solely for the Office for Victims of Crime to brief victims on the status of government investigations, major personalities involved in terrorist acts, and geographic and informational travel material for reference purposes when traveling to a new destination. For instance, when the Office for Victims of Crime provided for relatives of victims of the Lockerbie bombing to travel to the trial in the Hague, in addition to the briefing materials on the trial and the Libyan defendants, tourist reference material on the Netherlands was provided as part of the briefing materials.

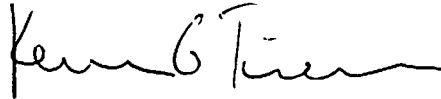
These records are purely reference materials and do not represent the best source of information that the U.S. government maintains on these events. Better sources include investigative case files in the investigative and prosecutorial agencies. All of the incidents for which I saw records are cases that would be designated as permanent in the investigative or prosecutorial case files.

The Office for Victims of Crime has proposed cutting these files off annually and retaining them for five years after cutoff. The proposed disposition is sufficient to ensure

accountability of government officials and to protect the rights of U.S. citizens. The records have no archival value. I concur with the proposed disposition.

Items (3) and (4) covers the electronic mail and word processing copies created solely for the purpose of creating a recordkeeping copy. The Office for Victims of Crime has proposed to delete these records when they are no longer needed for updating or revision. I concur with the proposed disposition.

I recommend approval of this schedule.

A handwritten signature in black ink, appearing to read "Kevin G. Tiernan". The signature is fluid and cursive, with a long horizontal stroke at the end.

KEVIN G. TIERNAN
Senior Records Analyst
Life Cycle Management Division