

WITHDRAWN

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-423-06-1 P	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Mary Birdwell	5. TELEPHONE NUMBER (202) 616-3202	DATE	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 _____ 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 type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE 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	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">OFFICE FOR VICTIMS OF CRIME</p> <p>The Victims of Crime Act (VOCA), 42 U.S.C. § 10603b § 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.</p> <p style="text-align: center;">(See Attached)</p> <p style="text-align: center;">WITHDRAWN</p>		

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1. Claimant Case Files

Case files for claims reimbursable expenses related to individuals injured or killed in acts of international terrorism that occurred outside the United States. The files include claim forms; documentation regarding the victim (injured or deceased), medical, employment, and financial records and support documents (application package, documents relating to verification of services, etc.) submitted or gathered in connection with the determination and payment of compensation.

Disposition: TEMPORARY. Delete/Destroy 10 years after cutoff, at the end of the calendar year the claim has been fully processed and/or payment made. Retire to off-site storage three years after cutoff.

2. Claimant Appeal Files

Appeal files related to claimant request for a formal appeal or review for denied claims of reimbursable expenses associated with acts of international terrorism which occur outside the United States. The appeal files include request for appeal, appeal summary and determinations.

Disposition: TEMPORARY. Delete/Destroy 10 years after cutoff, at the end of the calendar year the claim has been fully processed and/or payment made. Retire to off-site storage three years after cutoff.

3. ITVERP Reports

Annual reports to Congress related to the status and activities of the ITVERP. Also, the records include other reports (annual, after-action, monthly and narrative reports) pertaining to the overview of the program, its purpose, policy implementation, procedures, the categories of eligible recipients, and interim measures developed by OVC to address the emergency assistance needs of victims of international terrorism outside the United States.

Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer to off-site storage in five year blocks when the most recent report is two years old. Transfer to the National Archives and Records when the most recent report is twenty years old.

4. The International Terrorism Victim Expense Reimbursement Program System

The ITVERP System will be used to collect the necessary information on reimbursable expenses incurred by the victim/claimant, as associated with acts of international terrorism that occur outside of the United States, as well as other pertinent information.

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4a. Inputs

Data entry documents or copies of claim forms and supporting documentation used as case management input or source records designed and used solely to create, update, or modify the records in the ITVERP system.

Disposition: TEMPORARY. Destroy when no longer needed for updating and revision.

4b. Master file

The database contains application information about the victim and/or claimant. The application information include: name, address, telephone number, email, date of birth, social security number, employee identification number, and other related information concerning relationship, employer and dependents of the victim. The database also contains crime information such as the description of injuries of the victim, types of expenses, other funding requests, and information on services provided by other individuals or agencies.

Disposition: TEMPORARY. Delete/Destroy 10 years after cutoff, at the end of the calendar year the claim has been fully processed and/or payment made. Retire to off-site storage three years after cutoff.

4c. Outputs

Ad-hoc reports include printed, on-line display, and posted internal web-based display reports, not included in standard reporting (i.e. annual reports), containing detailed lists or summary statistical information compiled for congressional or managerial reporting on the International Terrorism Victim Expense Reimbursement Program.

Disposition: TEMPORARY. Delete/Destroy within one year or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

4d. System Documentation

Documentation consists of codebooks, data dictionaries, record layouts, user manuals, and any other documentation associated with the creation and use of the International Terrorism Victim Expense Reimbursement Program system.

Disposition: TEMPORARY. Destroy/delete 1 year after termination of system.

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4e. Audit Log

The audit log contains data on each transaction conducted in the ITVERP system. Included is such information as the date and time of record updates, purges, system inquiries, file exports, etc.

Disposition: TEMPORARY. Delete/destroy when 4 years old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

5. Electronic Records

Electronic records consist of electronic versions of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records. senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any attachments, and word processing documents such as letters, memoranda, reports, recorded on electronic media after they have been copied to an electronic or paper recordkeeping system for recordkeeping purposes.

Disposition: TEMPORARY. Delete within 180 days after the record keeping copy has been produced and no longer needed for updating or revision.

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