

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-423-07-1</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1-22-2007</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Mary Birdwell	5. TELEPHONE NUMBER (202) 616-3202	DATE <i>5/9/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 _____ 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 <i>1-16-07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">OFFICE FOR VICTIMS OF CRIME</p> <p>Each April since 1981, OVC has helped lead communities throughout the country in their observances of the National Crime Victims' Rights Week (NCVRW). Public rallies, candlelight vigils, and a host of commemorative activities promote victims' rights and services in all sectors of our society.</p> <p>The Office for Victims of Crime annually recognizes individuals and organizations that demonstrate outstanding service in supporting victims and victim services.</p> <p>This schedule is considered media-neutral.</p> <p align="center">(See Attached)</p>		

1. NCVRW Award Administrative Files

Administrative records not covered by other grants or contracts with separate disposition authority that are accumulated by OVC staff pertaining to the logistics of planning, scheduling, and managing ceremonies, events, and receptions associated with the National Crime Victims' Rights Week. Records may include any of the following: schedules, speeches, presentations, Federal Bureau of Investigation (FBI) and Office of Professional Responsibility (OPR) name checks for award recipients, invitations to speakers, material relating to press coverage, correspondence, and other related records.

Disposition: TEMPORARY. Cut off annually. Delete/Destroy 3 years after cutoff or when no longer needed for administrative or reference purposes, whichever is later.

2. Award Recipient and Nominee Files

Administrative records accumulated by OVC staff to support the selection of individuals, programs, organizations, and teams for various awards given during the National Crime Victims' Rights Week. Records may include: correspondence, nomination forms, letters of support, biographies, photographs, notes, peer review and screening sheets, and other related records.

Disposition: TEMPORARY. Cut off annually. Delete/Destroy 3 years after cutoff or when no longer needed for administrative or reference purposes, whichever is later.