

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2016-0006**

Schedule Status **Approved**

Agency or Establishment **Department of State**

Record Group / Scheduling Group **General Records of the Department of State**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Bureau of Diplomatic Security**

Minor Subdivision **Office of Investigations & Counterintelligence (DS/DO/ICI)**

Schedule Subject **Records concerning the Victims' Resource Advocacy Program (VRAP)**

Internal agency concurrences will be provided **No**

Background Information **Authorized by 42 USC 10607, the mission of the Victims' Resource Advocacy Program (VRAP) is to empower those who have been victimized as a result of crimes investigated by the Bureau of Diplomatic Security. VRAP provides resources to assist aggrieved individuals in overcoming traumatic experiences resulting from victimization and in understanding the judicial processes surrounding criminal offenses. Resources are specifically tailored to meet the needs of the victims, and may include assistance in attaining counseling, reimbursements for medical payments and lost property, accompaniment to judicial proceedings, and relocation support.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2016-0006

Sequence Number	
1	Victims' Resource Advocacy Program (VRAP) - Administrative Files Disposition Authority Number: DAA-0059-2016-0006-0001
2	Victims' Resource Advocacy Program (VRAP) - Statistical Records Disposition Authority Number: DAA-0059-2016-0006-0002
3	Victims' Resource Advocacy Program (VRAP) - Training Material Disposition Authority Number: DAA-0059-2016-0006-0003
4	Victims' Resource Advocacy Program (VRAP) - Working Files Disposition Authority Number: DAA-0059-2016-0006-0004

Records Schedule Items

Sequence Number	
1	<p>Victims' Resource Advocacy Program (VRAP) - Administrative Files</p> <p>Disposition Authority Number DAA-0059-2016-0006-0001</p> <p>Contains Information Memorandums and Action Memorandums related to VRAP's mission, policy and procedural drafts and final products, Standard of Operations-SOPs, tables of organization, schedules, taskers and other staffing and business-related records.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of calendar year.</p> <p>Retention Period Destroy/delete 10 years after cutoff date.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Victims' Resource Advocacy Program (VRAP) - Statistical Records</p> <p>Disposition Authority Number DAA-0059-2016-0006-0002</p> <p>Consists of weekly reports, quarterly reports (QPRs), tracking data, annual reports and special reports as requested by management on program activities by VRAP for in-house consumption within DS/DO/ICI, or dissemination within DS to offices such as DS/DO, DS/EX/PPD, or Public Affairs.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p>

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Cutoff Instruction Cutoff at end of calendar year.
Retention Period Destroy/delete 3 years after cutoff date.

Additional Information

GAO Approval Not Required

Victims' Resource Advocacy Program (VRAP) - Training Material

Disposition Authority Number DAA-0059-2016-0006-0003

Contains training summaries, briefing materials, informational pamphlets, fact sheets and guidance created by the program office for victims and their family members on types of crimes, judicial system navigation, eligibility criteria and other available assistance.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy/delete when superseded or obsolete.

Additional Information

GAO Approval Not Required

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Victims' Resource Advocacy Program (VRAP) - Working Files

Disposition Authority Number DAA-0059-2016-0006-0004

Consists of the Victims' Resource Advocacy Program (VRAP) Intake Forms, that capture background, incident and contact information for victims assisted by the program.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation The official recordkeeping copy is "paper" due to the sensitivity of the documentation.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction	Destroy/delete 3 years after case is closed or when no longer needed for business use, whichever is later.
Retention Period	
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/22/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
12/20/2016	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/10/2017	Submit For Certification	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/IPS/RA
02/24/2017	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
03/01/2017	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist