

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 Subdivsion

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Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn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

GAO Approval



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

Records Schedule Items						
Sequence Number						
		<u>.</u>				
1	Victims' Resource Advocacy Program (VRAP) - Administrative Files					
	Disposition Authority Number	DAA-0059-2016-0006-0001				
	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.					
	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 email and word processing?	No				
	Disposition Instruction					
	Cutoff Instruction	Cutoff at end of calendar year.				
	Retention Period	Destroy/delete 10 years after cutoff date.				
	Additional Information	Additional Information				
	GAO Approval	Not Required				
2	Victims' Resource Advocacy Program (VRAP) - Statistical Records					
	Disposition Authority Number	DAA-0059-2016-0006-0002				
	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.					
	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					

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4

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 email and word processing?

Disposition Instruction

Retention Period Destroy/delete when superseded or obsolete.

Additional Information

GAO Approval Not Required

Victims' Resource Advocacy Program (VRAP) - Working Files

No

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

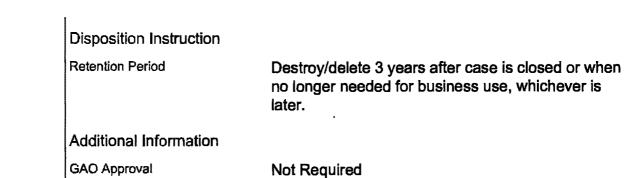
is this item media neutral?

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 email and word processing? No

Electronic Records Archives



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	Ву	Title	Organization
08/22/2016	Certify	William Fischer	Agency Records Off icer	Administration - A/GIS/ IPS/RA
12/20/2016	Return for Revisio	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/10/2017	Submit For Certific ation	Shelia Prince	Records and Information Management Specialist	Bureau of Administration - A/GIS/ IPS/RA
02/24/2017	Certify	William Fischer	Agency Records Off icer	Administration - A/GIS/ IPS/RA
03/01/2017	Submit for Concur rence	Lisa Clavelli	Supervisor, ACNR A ppraisal Team 2	National Archives and Records Administration - Records Management Services
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
03/01/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
03/02/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist