

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0490-2013-0003

Status: APPROVED
Date Approved: 07/09/2015

Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Records Schedule Number: DAA-0490-2013-0003

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Outline of Records Schedule Items for DAA-0490-2013-0003

Item #	Title	Disposition
0001	Victim Advocate Case Files	Temporary
0002	Office of Victim Advocacy (OVA) Case Management System	Temporary

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Records Schedule Number: DAA-0490-2013-0003

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Records Schedule Items

DAA-0490-2013-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Victim Advocate Case Files	
Item Description	Files contain data copied from the Consolidated Incident Reporting System (CIRS) report for violent crimes, detailing information on the incident that took place (type of crime, date of crime, possible involvement of law enforcement, possible forensic exam); the paper intake form, which captures a snapshot of the incident; name of the victim advocate assigned to the case, and steps taken by the victim and post staff. The file also contains contact information for the victim and any handwritten notes taken by the assigned victim advocate.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the case was closed.	
Retention Period	Destroy 10 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0490-2013-0003-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Office of Victim Advocacy (OVA) Case Management System	

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Item Description	Database of OVA case files about violent crimes committed against Volunteers. The system contains information about the crimes, interactions and communications between the victim and OVA staff, support services provided to the Volunteer, and, when appropriate, the outcome of criminal and legal proceedings.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded by DAA-0490-2022-0005-0001 on 09/06/2023.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year in which the case was closed.
Retention Period	Destroy 10 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	09/26/2013
Approve	David Ferriero	07/09/2015