| REQUEST FOR RECORDS DISPOSITION AUTHORITY | JOB NUMBER N1-60-08-*5* |
|---|---|
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | Date received 4/24/08 |

| 1 FROM (Agency or establishment) **Department of Justice** | **NOTIFICATION TO AGENCY** |
|---|---|
| 2 MAJOR SUBDIVISION *Executive Office for U.S Attorney* 3 MINOR SUBDIVISION *Legal Programs Staff* | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |

| 4. NAME OF PERSON WITH WHOM TO CONFER *Leslie Ford Riddeford* | 5 TELEPHONE NUMBER *202-353-3808* | DATE *10/9/08* | 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,

☒ is not required ☐ is attached, or ☐ has been requested

| DATE *4-17-2008* | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE *Director, ORMP* |
|---|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| | SEE ATTACHED | | |

Department of Justice: Victim Notification System (VNS)

The Victim Notification System is a combined effort of the Federal Bureau of Investigation (FBI), the United States Postal Inspection Service (USPIS), the United States Attorneys' offices, and the Federal Bureau of Prisons (BOP). It was created to meet statutorily-imposed responsibilities regarding notification of activity in cases involving victims of federal crime. The system allows victims to call or log in with a personal identifier to request and receive status information and other notifications regarding their case.

1. Inputs

Information about the case and about notification events generally is input into the system through nightly batch downloads from the applicable case management systems. Some information may be input manually by department employees. Victims may make limited changes to their personal information through a secure public website or call center. Victims enter contact and other personal information used for notification purposes and/or may choose not to receive notifications. In most cases initial information about the victim is found during the criminal investigation of the case and entered by the victim coordinators. If victims choose not to receive notifications their information is still maintained as part of the system.

Disposition: TEMPORARY, delete when successfully entered and verified.

2. Master file

VNS maintains information about victims (including but not limited to name, contact, birth date, date of incident, victim death information, social security number, protection needs, and special circumstances) and about case identification and status (including trial and other important dates, defendant incarceration information with release and other relevant dates).

Disposition: TEMPORARY, delete 5 years after termination of case (termination of case may be at dismissal/close of case or at the end of any applicable probation or supervision periods).

3. Outputs

The system is used to generate automatic notifications for victims of case activities or events in the form of hard copy mail, telephone, email, numeric pager, or fax messages. All notifications are also made available to the victim through the secure public website upon login.

Disposition: TEMPORARY, delete/destroy when no longer needed or 30 days after issuance of notification, whichever is sooner.

4. System Documentation

Disposition: TEMPORARY, destroy when superseded or obsolete.