

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-423709-4	DATE RECEIVED 6/26/09
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF JUSTICE PROGRAMS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Bureau of Justice Assistance		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER Martha A Jackson	5 TELEPHONE (202) 616 - 9457	<b>WITHDRAWN</b>	

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 now needed for the business of 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 4/03/09	SIGNATURE OF AGENCY REPRESENTATIVE John Harpe <i>[Signature]</i>	TITLE ASSOC DIRECTOR FOR ADMINISTRATION
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED) - PSOB		<b>WITHDRAWN</b>

The Public Safety Officers' Benefits (PSOB) Office online application system allows PSOB claimants and employing agencies to submit claims for death benefits. The PSOB workflow is a case management system that allows PSOB staff to enter death, disability, and educational claim data, and track claims through the review, approval, and denial/appeal process

The PSOB Act is codified at 42 U S C. 3796, et seq , and the regulations can be found online at [http //www.ojp.usdoj.gov/BJA/grant/psob/PSOB\\_Act\\_and\\_Regulations\\_2009.htm](http://www.ojp.usdoj.gov/BJA/grant/psob/PSOB_Act_and_Regulations_2009.htm)

## 1 Inputs

- The data for the online application system is provided by claimants or public safety agencies, this data is subsequently automatically uploaded to the PSOB workflow portal PSOB and OGC staff manually input data for the workflow for death, disability, and education claims

DISPOSITION TEMPORARY

WITHDRAWN

## Users

- End users at OJP access the PSOB Workflow via their desktops Lockheed maintains separate servers for the PSOB systems as required by DOJ/OJP security standards, and the system has undergone a certification and accreditation (C&A) by OJP's Office of the Chief Information Officer
- PSOB and OGC continually add and/or update records as they process death, disability, and education claims The PSOB online application and workflow systems are developed, modified and hosted by Lockheed Martin under the National Criminal Justice Reference Service (NCJRS) contract, and is backed-up in accordance with DOJ policies and standards

DISPOSITION TEMPORARY

## 2. Master Plan

- The major database within the PSOB system contains personal information about the public safety officer (name, DOB, SSN, address,, telephone number), the public safety officers' agency (contact, address, phone numbers), the beneficiaries (name, address, phone numbers/e-mails, SSNs), and information about the status of each claim

DISPOSITION. PERMANENT. The electronic records are kept indefinitely, as data is needed for historical reporting, records are inactivated after they have been closed out, but remain in the database

### 3 Outputs

- The system is able to generate reports on claim status, claims by PSOB Benefits Specialist, and claims by fiscal year
- At this time, only the online PSOB online application system links to the PSOB Workflow Staff can manually upload documents from their desktop to the PSOB workflow

DISPOSITION TEMPORARY As the records contain personally identifiable information, they are not released in total; however, PSOB is able to segregate certain data to provide status reports and to respond to data calls and Congressional inquiries.

4 Documentation The following documentations are available for this system: System documentation, system design documents and user manuals

WITHDRAWN