

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1 FROM (Agency or establishment)
 Department of Justice

2 MAJOR SUBDIVISION
 Civil Division

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
 Larry J. Easterling

5 TELEPHONE
 (202) 616-8074

5/21/04

LEAVE BLANK (NARA use only)

JOB NUMBER
71-060-04-7

DATE RECEIVED
4-30-2004

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE
1/27/08

ARCHIVIST OF THE UNITED STATES
Allen Weinstein

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
6-7-04

SIGNATURE OF AGENCY REPRESENTATIVE
Bernard W. Berglund
 Bernard W. Berglund

TITLE
 Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>DEPARTMENT OF JUSTICE, DUPLEX-NUMERIC CASE FILES: CLASS 212 - September 11th Victim Compensation Fund of 2001</p> <p>The "Air Transportation Safety and System Stabilization Act" of 2001 (P.L. 107-42) established the "September 11th Victim Compensation Fund of 2001" (Title IV) to provide compensation to any individual (or relatives of a deceased individual) who was physically injured or killed as a result of the terrorist-related aircraft crashes of September 11, 2001. Under the Act, the Attorney General appointed a Special Master to decide and pay claims for compensation. The Civil Division of the Department of Justice managed administrative aspects of the processing of those claims.</p> <p><i>cc Agency, NR, NWMD, NWME, NWMM, NWCT</i></p>		

DEPARTMENT OF JUSTICE, DUPLEX-NUMERIC CASE FILES: Class 212 – September 11th Victim Compensation Fund of 2001

The “Air Transportation Safety and System Stabilization Act” of 2001 (P.L. 107-42) established the “September 11th Victim Compensation Fund of 2001” (Title IV) to provide compensation to any individual (or relatives of a deceased victim) who was physically injured or killed as a result of the terrorist-related aircraft crashes of September 11th, 2001. Under the Act, the Attorney General appointed a special master to decide and pay claims for compensation. The Civil Division of the Department of Justice managed administrative aspects of the processing of those claims.

1. Claimant Case Files

Case files for claims related to individuals injured or killed include claim forms; documentation regarding the victims (injured or deceased), as well as documentation relating to eligible claimants in support of claims; medical, personal, employment, and financial records submitted or gathered in connection with the claims; other documentation received or created to support or adjudicate the claims; and documentation concerning the determination and payment of compensation.

Paper Case Files: TEMPORARY. Transfer to WNRC one year after close of case. Destroy seven years after close of program.

2. Victim Compensation Management System: Includes duplicate electronic versions of Case Files and processing and reference documents maintained as Team Share.

- a. Inputs: TEMPORARY. Documents and data entry sheets either scanned or used for entering data into the electronic version of the Claimant Case Files.

DELETE upon termination of the Victim Compensation Program

- b. Masterfiles: PERMANENT. Electronic versions of Claimant Case Files and electronic versions of materials available to all claims processors.

TRANSFER to the National Archives and Records Administration seven years after close of program.

- c. System Outputs: TEMPORARY. Routine and ad hoc reports and paper versions of electronic records printed to be filed in claimant case files.

DESTROY upon termination of the Victim Compensation Program.

- d. System Documentation. PERMANENT. User and system administrator manuals, VCMS Data Dictionary, Logical Data Models, and any other documentation created to understand the system.

TRANSFER to the National Archives and Records Administration seven years after close of program.

- e. Victim Compensation Tracking Database: PERMANENT.

TRANSFER to the National Archives and Records Administration seven years after close of program.

3. Background and Policy Files. Internal and external correspondence, memoranda, reports, press releases, and other documentation created or acquired in the course of developing regulations, policies, and procedures to implement and govern the adjudication of claims under the Act (exclusive of those public comments received on the interim final rule for the program to be disposed under NARA job number N1-060-02-7).

PERMANENT: Transfer to National Archives and Records Administration 7 years after conclusion of the program.

4. General Files. General Files are identified by standard sub-numbers (identifiable as "0" subs), each of which represents a definite category applicable to all classes. These sub-numbers may be used immediately after the standard primary class number, after the standard secondary district number, or in other combinations according to the rules of the particular classification. The files themselves are arranged chronologically. Any email and word processing documents determined to have record status shall be printed and included in the general files. The paper file is the recordkeeping copy.

- A. 04 -Executive orders and Presidential proclamations.
012 -Policies and procedures
016 - Definitions and interpretations

Disposition. PERMANENT: Transfer to the Washington National Records Center (WNRC) as space requirements and frequency of use dictate. Transfer to the National Archives in five-year blocks when 30 years old.

- B. 0 -General Correspondence

Disposition. Transfer to WNRC as space requirements and frequency of use dictate. Destroy when 10 years old.

- C. All other general files (exclusive of 0, 04, 012, and 016).

Disposition. Transfer to WNRC as space requirements and frequency of use dictate. Destroy when 10 years old.