REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-065-09-24
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 6/8/09
1 FROM (Agency or establishment) Department of Justice	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION Federal Bureau of Investigation	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
MINOR SUBDIVISION Critical Incidence Response Group	

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Tammy J Strickler	540-868-4363	14 DEC. 09	

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 2 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,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/4/2009		Chief, Records Automation Section (for) Agency Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	VIOLENT CRIMINAL APPREHENSION PROGRAM (ViCAP) DATABASE The ViCAP database serves as the most comprehensive and extensive collection of information related to both solved and unsolved homicides, attempted homicides, kidnappings, missing persons, child abductions, unidentified human remains and sexual offenses (child and adult) of a serial nature in the nation.	N1-065-86-13	

VIOLENT CRIMINAL APPREHENSION PROGRAM (ViCAP) DATABASE

The ViCAP database serves as the most comprehensive and extensive collection of information related to both solved and unsolved homicides, attempted homicides, kidnappings, missing persons, child abductions, unidentified human remains and sexual offenses (child and adult) of a serial nature in the nation.

In an effort to increase information sharing between Federal, state, local, and tribal agencies, the ViCAP program has developed the ViCAP web-based database, the next generation data entry, search, and analysis tool for violent and sexual crime investigations. The ViCAP database is a web-based system allowing on-line, real-time access by participating federal, state, local and tribal law enforcement agencies via the FBI's Sensitive but Unclassified (SBU) LEO network and the Criminal Justice Information Services (CJIS) Division. Due to the transient/cross-jurisdictional nature of serial violent and sexual crimes, individuals who commit crimes in different jurisdictions often avoid identification because of the inability of local law enforcement agencies to access information held by other agencies which would allow them to make connections between the crimes. A ViCAP user who has permission to add or edit cases within his/her agency's jurisdiction cannot add/edit cases of another agency (except under Hub/Spoke agreements.)

1 **Inputs:** Data is entered into ViCAP by federal, state, local, and international criminal justice agencies. Law enforcement personnel who are system users submit detailed information regarding crime victims, subjects, crime scenes, manner and type of criminal act in order to allow the ViCAP analysts to look for similarities to other cases for the purpose of solving crimes. In addition, authorized users may conduct queries across the system for similar cases. Information is also entered regarding the user in order to identify and authenticate the user. The data owner is responsible for ensuring the accuracy of the data submitted and is expected to enter, modify, and delete data on its own initiative. Data owners are further expected to review their data on a routine basis to ensure that any change in the status of the information in an investigative file is reflected in the ViCAP database master file. The system contains mandatory fields to help ensure that complete information is entered by the user. If any incomplete information is entered, the case is held in a "pending" status until such time as the user completes these mandatory field entries. Each record entry into the system is checked by an FBI analyst to ensure that quality control standards are upheld. This includes verifying that no obvious data entry errors have been made and that no duplicate records are entered. **Records can only be modified by the contributing agency.**

2. **Outputs:** Analyses that resulted in leads and other information that was used for investigative purposes that were incorporated into the related FBI investigative or intelligence case file.

Disposition: RETAIN/DESTROY commensurate with the retention period approved for the related file classification.

3. **Master File:** The information is typically copies of data that is also contained in the official investigative files of the contributing agencies. The original information may have been collected from an individual involved (crime victim, subject, or witness) No information in the system comes from a commercial aggregator.

Disposition: Destroy after 50 years or upon termination of the program, whichever is later.

(A lengthy retention period is justified in part due to the fact that a large percentage of the system data collected pertains to homicides. As there is no statute of limitations on homicide cases, the usefulness of this data can extend for many years.)

4 **System Documentation:** These records include system specifications, user guides, and a privacy impact assessment.

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Disposition: Delete/destroy when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system, if the output is needed to protect legal rights, whichever is later.

Related Records:

5. Policy, Usage Agreements, and Memoranda of Understanding:

Disposition DELETE/DESTROY when superseded or obsolete or upon termination of the ViCAP, whichever is sooner.