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Request for Records Disposition Authority

Records Schedule Number DAA-0060-2018-0001
Schedule Status Appraiser Working Version

Agency or Establishment Department of Justice
Record Group / Scheduling Group General Records of the Department of Justice
Records Schedule applies to Major Subdivision
Major Subdivision Criminal Division
Schedule Subject United States Victims of State Sponsored Terrorism Fund (USVSST Fund)
Internal agency concurrences will be provided No

Background Information The Justice for United States Victims of State Sponsored Terrorism Act (the “Act”) was enacted into law as Title IV, Division O, section 404 of the Consolidated Appropriations Act, 2016, Pub. L 114-113, codified at 42 U.S.C. § 10609 (2015). The Act requires the Special Master, appointed by the Attorney General, to provide compensation to certain eligible victims of state sponsored terrorism. The Special Master, with the assistance of the Criminal Division of the U.S. Department of Justice, administers the U.S. Victims of State Sponsored Terrorism Fund (the “Fund”).

The Act provides that a claim is eligible if the Special Master determines that a claimant is (1) a U.S. person, as defined in 42 U.S.C. 10609(j)(8), with a final judgment issued by a U.S. district court under state or federal law against a state sponsor of terrorism and arising from an act of international terrorism, for which the foreign state was found not immune under provisions of the Foreign Sovereign Immunities Act, codified at 28 U.S.C. 1605A or 1605(a) (7) (as such section was in effect on January 27, 2008); (2) a U.S. person, as defined in 42 U.S.C. 10609(j)(8), who was taken and held hostage from the United States Embassy in Tehran, Iran, during the period beginning November 4, 1979, and ending January 20, 1981, or the spouse and child of that U.S. person at that time, and who is also identified as a member of the proposed class in case number 1:00-CV-03110 (EGS) of the United States District Court for the District of Columbia; or (3) the personal representative of a deceased individual in either of those two categories.

Congress appropriated \$1.025 billion dollars to the Fund. The Act requires certain forfeited criminal and civil funds and property be

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deposited or transferred into the Fund. Amounts in the Fund may not be obligated on or after January 2, 2026.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	2	1	0

GAO Approval

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Outline of Records Schedule Items for DAA-0060-2018-0001

Sequence Number	
1	Claims Forms and Supporting Case Files Disposition Authority Number: DAA-0060-2018-0001-0001
2	USVSST Fund Background and Policy Files Disposition Authority Number: DAA-0060-2018-0001-0002
3	USVSST Fund Administrative and Operations Files Disposition Authority Number: DAA-0060-2018-0001-0003

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Records Schedule Items

Sequence Number																					
1	<p data-bbox="342 380 927 415">Claims Forms and Supporting Case Files</p> <p data-bbox="342 432 1149 468">Disposition Authority Number DAA-0060-2018-0001-0001</p> <p data-bbox="342 489 1521 940">The USVSST Fund claim files contains information pertaining to claimants and claimant case files. Basic information collected includes contact information for the claimant and the claimant's attorney or alternate contact person; information about the date the claimant alleges he or she was held hostage at the U.S. Embassy in Tehran, Iran; the relationship to an Iran hostage; and the case name and docket number of the final judgment upon which claimants rely on to satisfy the eligibility requirements in the Act; information regarding sources other than the Fund; information whether the claimant is part of the two legal proceedings identified in the Act; attestations and certifications including authorizations to release information related to the claim; identifying personal representatives and potential beneficiaries; and other documentation support claimants' applications for compensation.</p> <table data-bbox="342 961 922 1360"><tr><td data-bbox="342 961 542 993">Final Disposition</td><td data-bbox="760 961 922 993">Permanent</td></tr><tr><td data-bbox="342 1014 483 1045">Item Status</td><td data-bbox="760 1014 878 1045">Pending</td></tr><tr><td data-bbox="342 1066 656 1098">Is this item media neutral?</td><td data-bbox="760 1066 818 1098">Yes</td></tr><tr><td data-bbox="342 1119 732 1245">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="760 1119 818 1150">Yes</td></tr><tr><td data-bbox="342 1266 704 1360">Do any of the records covered by this item exist as structured electronic data?</td><td data-bbox="760 1266 818 1297">Yes</td></tr></table> <p data-bbox="342 1392 659 1434">Disposition Instruction</p> <table data-bbox="342 1455 1455 1581"><tr><td data-bbox="342 1455 548 1486">Cutoff Instruction</td><td data-bbox="760 1455 1252 1486">Cut off at the close of the program.</td></tr><tr><td data-bbox="342 1507 732 1581">Transfer to the National Archives for Accessioning</td><td data-bbox="760 1507 1455 1581">Transfer to the National Archives 25 year(s) after termination of the program.</td></tr></table> <p data-bbox="342 1623 656 1665">Additional Information</p> <table data-bbox="342 1686 1455 1904"><tr><td data-bbox="342 1686 743 1717">First year of records accumulation</td><td data-bbox="760 1686 834 1717">2015</td></tr><tr><td data-bbox="342 1738 743 1770">End year of records accumulation</td><td data-bbox="760 1738 834 1770">2026</td></tr><tr><td data-bbox="342 1791 732 1885">What will be the date span of the initial transfer of records to the National Archives?</td><td data-bbox="760 1791 1455 1904">Unknown Program starts in 2015 and we anticipate for the program to end in 2026.</td></tr></table>	Final Disposition	Permanent	Item Status	Pending	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut off at the close of the program.	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after termination of the program.	First year of records accumulation	2015	End year of records accumulation	2026	What will be the date span of the initial transfer of records to the National Archives?	Unknown Program starts in 2015 and we anticipate for the program to end in 2026.
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How frequently will your agency transfer these records to the National Archives?

Unknown

This will be a one time transfer of the Claims Forms and Supporting Case Files.

USVSST Fund Background and Policy Files

Disposition Authority Number

DAA-0060-2018-0001-0002

Records consist of documentation provided to Congress, oversight authorities, other agencies, and the public about the USVSST Fund; such as, reports, outreach, and directions and guidance related to the application process. Records may also include internal documentation pertaining to the development of regulations, policies, and procedures used to implement and govern the USVSST Fund.

Final Disposition

Permanent

Item Status

Pending

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut off at the close of the program.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after termination of the program.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown

Program starts in 2015 and we anticipate for the program to end in 2026.

How frequently will your agency transfer these records to the National Archives?

Unknown

This will be a one time transfer of the USVSST Fund Background and Policy Files.

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USVSST Fund Administrative and Operations Files

Disposition Authority Number

DAA-0060-2018-0001-0003

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General files essential to the daily administrative and operations functions of the USVSST Fund program including, but not limited to, application design documents; contract and procurement files; records of forfeitures, fines and penalties subject to transfer to the USVSST Fund; meeting notes; and, status reports.

Final Disposition Temporary

Item Status Pending

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the close of the program.

Retention Period Destroy 7 year(s) after termination of the program.

Additional Information

GAO Approval Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/26/2017	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy

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Executive Summary

Summary

Permanent Item Numbers 0001, 0002

Federal Register Notice

Publication Date

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