REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER
N1-60-08-*17*

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 5/29/08

1 FROM (Agency or establishment)
Department of Justice

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

2 MAJOR SUBDIVISION
Criminal Division

3 MINOR SUBDIVISION
Office of Enforcement Operations

4. NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Gloria Pastra	353 0409	4/8/08	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 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/28/2008	Jeanette Plante	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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Criminal Division: Witness Security Tracking System

The federal Witness Security Program provides relocation, protection, and new identities to government witnesses whose lives are endangered as a result of their testimony against major criminals. The Office of Enforcement Operations is responsible for coordinating and administering matters related to the Witness Security Program, including authorizing or denying admission of applicants into the program. The Witness Security (WITSEC) Tracking System is used by OEO to track and record information on applicants and individuals accepted into the program. Actual relocation and protection services are provided by the US Marshals Service.

1. ~~Inputs~~
~~Information is manually input into the system by analysts and authorizing individuals. Documents received as part of the request, such as risk assessments, recommendations, and evaluations can be scanned in a document management environment and associated with the request as part of the master file.~~

~~File and dispose of paper documents with appropriate witness security case file.~~

2. Master File
   The WITSEC Tracking System is designed to track basic information about witnesses, their family members and defendants involved in a case. The system also tracks the authorization process. Information in the system includes – but is not limited to – witness and family member identification, such as personal information, aliases, convictions or prison information, and psychological and other evaluations. There is also information on the case the witness is to testify at, such as case details, type of crime, evaluation of the danger posed to the witness, representing attorney, and testimonies offered. Various information requests related to a witness can also be tracked by the system, including interview requests, FOIA requests, informant requests and others. Authorization status, dates, and admittance to or termination in the program is tracked. A request is considered pending or active until a witness is terminated or withdrawn from the program for any of a variety of reasons (including death of witness, etc.) or until the request is denied.

Disposition: TEMPORARY, delete 75 years after termination of witness from program or denial of request.

3. Outputs
   The WITSEC Tracking System generates automatically tailored forms to be used in the process of evaluating a request for admittance into the program, such as requests for performance of polygraph/psychological evaluations and notifications of actions on the request. Additionally, the system will generate any of various reports including pending requests, WITSEC employee workloads, requests with overdue materials, statistical reports and others.

a. Hard copy annual program management report
   This report includes the numbers of applications received, the number accepted into the program, total program participation, and requests to use prisoners in investigations.

Disposition: PERMANENT, cut off every 5 years. Transfer to National Archives 1 year after cutoff.

b. ~~all other outputs~~

~~Disposition: TEMPORARY, delete/destroy when no longer needed.~~

4. ~~System Documentation~~

~~Destroy when superseded or obsolete.~~ (GRS 20)