

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0611-2023-0005

Status: APPROVED
Date Approved: 09/16/2024

General Information

Agency or Establishment	Administration for Strategic Preparedness and Response
Record/Scheduling Group	0611 - Records of the Administration for Strategic Preparedness and Response
Records Schedule Applies To	Agency-wide
Schedule Subject	September 11th Victim Compensation Fund Records
Additional Schedule Information	<p>The National Disaster Medical System (NDMS) responders provided on-site medical care, public health, behavioral health, fatality management, and medical transport during the September 11th terrorist attack supporting the rescue and recovery efforts. As a result of working in the conditions, exposure to dust, smoke, debris and the traumatic events, responders have been diagnosed with physical and mental health conditions and are eligible to apply to the September 11th Victim Compensation Fund (VCF) until October 1, 2090.</p> <p>“The September 11th Victim Compensation Fund (VCF) provides compensation to individuals (or a personal representative of a deceased individual) who were present at the World Trade Center or the surrounding New York City Exposure Zone; the Pentagon crash site; and the Shanksville, Pennsylvania crash site, at some point between September 11, 2001, and May 30, 2002, and who have since been diagnosed with a 9/11-related illness.” The Civil Division of the Department of Justice (DoJ) administers the VCF and processes claims for compensation. DoJ and ASPR agreed that ASPR would submit an Microsoft Excel spreadsheet with the responders that qualify to apply for the VCF based in their records. This records schedule covers the supporting records informing the spreadsheet. All other September 11, response records will follow the dispositions in the Emergency Response Activities Records, National Disaster Medical System (NDMS) Records, National Veterinary Response Team Records, Disaster Medical Information Suite (DMIS), Responder Safety and Credentialing Records, and Disaster Mortuary Operational Response Team (DMORTs) Records.</p> <p>In the event that the spreadsheet is updated after the initial spreadsheet is submitted, the most current spreadsheet will follow this disposition instruction and the former spreadsheet will follow DAA-GRS-2022-0009-0002.</p>

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The NDMS data informs the DoJ permanent records scheduled under DAA-0060-2012-0020.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0611-2023-0005

Item #	Title	Disposition
0001	Master List	Temporary
0002	Research Records Supporting the Master List	Temporary
0003	VCF Working Group Records	Temporary

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Records Schedule Items

DAA-0611-2023-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Master List	
Item Description	As agreed upon by ASPR and DoJ, ASPR will provide DoJ a spreadsheet of NDMS responders that qualify to apply for the VCF. This spreadsheet will contain the following data: <ul style="list-style-type: none"> • First and Last Name • Location Worked • Timeframe • Additional Identifier – e.g. last 4 digits of SSN, DOB, etc. • Responder Duties 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year when the VCF closes.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0611-2023-0005-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Research Records Supporting the Master List	

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Item Description	The data informing the master spreadsheet is not all on one record. The data is found in several records piecing it all together. For example, the name of a responder and their duty within their DMORT Team may be on one record, but the location and timeframe of where/when they worked is on a field report, and their identifier is on a master payroll record. These research records include but are not limited to filed reports, NDMS-produced deployment orders, payroll sheets, hotel bills, patient records, hand-written sign-in sheets, incident reports, transportation logs, and invoice/receipts.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year when the VCF closes.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0611-2023-0005-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	VCF Working Group Records
Item Description	These records consist of the research to find the September 11th response records from FEMA and the records created from the working group meeting between DoJ and ASPR to decide on a process and agreement that APR would provide a master spreadsheet. These records include but are not limited to draft memos, handwritten notes with substantive decisions, meeting notes, agendas, consultation with OGC, list of outstanding cases, and inventory lists.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	

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Agency Code	0611
Manual Title	VCF Working Group Records
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year when the Master Excel Spreadsheet is sent to DoJ.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	09/16/2024