

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2020-0001

Status: APPROVED  
Date Approved: 04/08/2024

---

## General Information

Agency or Establishment	Court Services and Offender Supervision Agency for the District of Columbia
Record/Scheduling Group	0562 - Records of the Court Services and Offender Supervision Agency for the District of Columbia
Records Schedule Applies To	Agency-wide
Schedule Subject	The Advocate
Additional Schedule Information	The Advocate was the first agency newsletter. The Advocate was published between the years 1977 through 2009.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

---

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2020-0001

Status: APPROVED  
Date Approved: 04/08/2024

---

## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2020-0001

Status: APPROVED  
Date Approved: 04/08/2024

---

Outline of Records Schedule Items for DAA-0562-2020-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	The Advocate (1977-2009)	Permanent

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2020-0001

Status: APPROVED  
Date Approved: 04/08/2024

Records Schedule Items

<b>DAA-0562-2020-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	The Advocate (1977-2009)	
Item Description	PSA's newsletter was used to disseminate agency-wide news that related to the development of the agency; new programs within the agency; drug use and trends; the enactment of new laws that directly impacted services provided by Pretrial; and agency policies. It contained articles submitted by Agency staff on relevant information on criminal justice activities directly and indirectly related to PSA.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	There is no cutoff instruction	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after approval of the schedule	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Paper-based textual records:4 cubic feet	
Approximate first year of records covered by this authority	1977	
End year of records covered by this authority	Year: 2009	
Date span of the initial transfer	From: --/--/1977 To: --/--/2009	
Frequency of transfer	0	
Are any of the records covered by this item subject to a FOIA exemption?	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2020-0001

Status: APPROVED  
Date Approved: 04/08/2024

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	03/26/2021
Approve	Colleen Shogan	04/08/2024