

Request for Records Disposition Authority

Records Schedule Number: DAA-0562-2012-0002
Schedule Status: Returned Without Action
Agency or Establishment: Court Services and Offenders Supervision Agency
Record Group / Scheduling Group: Records of the Court Services and Offender Supervision Agency for the District of Columbia
Records Schedule applies to: Major Subdivision
Major Subdivision: Community Supervision Services
Schedule Subject: Kiosk and Biometric Verification System (KBVS)
Internal agency concurrences will be provided: No

Background Information: The Biometric Verification System provides electronic data necessary for efficient accounting of an offender's participation in required supervision events and allows CSOSA staff members to properly verify identity at the time of check-in by matching the offender's physical presence with a successful match of the offender's hand biometric and PIN.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0562-2012-0002

Sequence Number	
1	Master File
	Disposition Authority Number: DAA-0562-2012-0002-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p data-bbox="375 417 532 455">Master File</p> <p data-bbox="375 470 1154 508">Disposition Authority Number DAA-0562-2012-0002-0001</p> <p data-bbox="375 523 1505 783">Kiosk and Biometric Verification System consists of offenders': last name, first name, date of birth, Police Department Identification number (PDID), CSOSA number, supervision expiration date, email address, home phone, cell phone, photo, sex, eye color, hair color, ethnicity, race, height, weight, PIN, hand biometric, messages that display for the offender during check-ins, drug testing eligibility, kiosk reporting enabled/disabled/excused, date and time of last check-in, and date and time of last hand biometric scan.</p> <p data-bbox="375 798 932 836">Final Disposition Temporary</p> <p data-bbox="375 851 932 889">Item Status Withdrawn</p> <p data-bbox="375 904 834 942">Is this item media neutral? Yes</p> <p data-bbox="375 957 818 1081">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="375 1117 683 1155">Disposition Instruction</p> <p data-bbox="375 1170 1474 1247">Retention Period Destroy 5 year(s) after the calendar year in which the case closes</p> <p data-bbox="375 1283 680 1321">Additional Information</p> <p data-bbox="375 1336 964 1374">GAO Approval Not Required</p>

Returned Without Action

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
08/29/2015	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
06/08/2015	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

Returned Without Action