

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2012-0004**
Schedule Status **Approved**

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 **Re-Entry and Sanction Center**
Minor Subdivision **Office of Community Justice Program (CJP)**
Schedule Subject **Treatment Case Files**

Internal agency concurrences will
be provided **No**

Background Information **Office of Community Justice Program (CJP)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0562-2012-0004

Sequence Number	
1	Treatment Case Files
	Disposition Authority Number DAA-0562-2012-0004-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="384 414 678 446">Treatment Case Files</p> <p data-bbox="384 468 1156 500">Disposition Authority Number DAA-0562-2012-0004-0001</p> <p data-bbox="384 521 1495 840">Treatment files are clinical in nature and are protected under Title 42, Code of Federal Regulations Part 2, the D C Code § 7-1201 0 et seq (D C Mental Health Information Act), and the D C Code § 7-302, 7-1601 (HIV/AIDS confidentiality), which prohibits any treatment disclosure without written consent Treatment files are maintained separately from supervision files to protect the offender's confidentiality and privacy Treatment files may consist of substance abuse treatment records, mental health records, HIV/Cancer treatment records, psychological assessments and any other documents pertaining to the offender's diagnosis and treatment</p> <p data-bbox="384 861 933 893">Final Disposition Temporary</p> <p data-bbox="384 915 867 946">Item Status Active</p> <p data-bbox="384 968 834 1000">Is this item media neutral? Yes</p> <p data-bbox="384 1021 834 1138">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="384 1159 834 1244">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="384 1276 685 1308">Disposition Instruction</p> <p data-bbox="384 1330 1338 1361">Retention Period Destroy 5 year(s) after the case is closed</p> <p data-bbox="384 1404 685 1436">Additional Information</p> <p data-bbox="384 1457 966 1489">GAO Approval Not Required</p>

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
11/20/2012	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
06/04/2013	Submit for Concurrency	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
06/05/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/06/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist