

Request for Records Disposition Authority

Records Schedule Number DAA-0562-2013-0001
 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 Agency-wide
 Schedule Subject Suggestion Box
 Internal agency concurrences will be provided No

Background Information The Suggestion Box is an electronic method where employees may submit messages by way of email ideas and suggestions relative to internal operations, use of agency social media and suggestions to enhance general policy and agency operations. This method provides a means for CSOSA employees to submit suggestions or comments to the Director’s Office where the identity of the employee submitting the comment or suggestion can remain anonymous if they so desire.

Note: All Inputs, Outputs (excluding Item 2), and Documentation are covered by GRS 20.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0001

Sequence Number	
1	Suggestion Box
1.1	Master File Disposition Authority Number: DAA-0562-2013-0001-0001
1.2	Output - Quarterly Spreadsheet Disposition Authority Number: DAA-0562-2013-0001-0002
1.3	Reports Disposition Authority Number: DAA-0562-2013-0001-0003

Records Schedule Items

Sequence Number	
1	<p>Suggestion Box The Suggestion Box provides a means for CSOSA employees to submit suggestions or comments to the Director's office where the identity of the employee submitting the comment or suggestion can remain anonymous if they so desire.</p>
1.1	<p>Master File Disposition Authority Number DAA-0562-2013-0001-0001</p> <p>Includes employee information including work departments, areas of concern, suggestions, employee names (optional), employee phone number (optional), and date and time that suggestion was submitted.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Output - Quarterly Spreadsheet Disposition Authority Number DAA-0562-2013-0001-0002</p> <p>Quarterly spreadsheets containing suggestion data imported from the master file.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p>

1.3

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Reports

Disposition Authority Number DAA-0562-2013-0001-0003

Final annual reports includes Director's narrative summary of substantive issues, suggestions found actionable and the corresponding responsive measures.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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
07/30/2013	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
04/08/2014	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/09/2014	Submit For Certification	Patricia Capers	Agency Records Officer	Office of the Director - Records and Information Management
05/15/2014	Certify	Patricia Capers	Agency Records Officer	Office of the Director - Records and Information Management
07/16/2014	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/23/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/23/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/29/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist