

Request for Records Disposition Authority

Records Schedule Number: DAA-0562-2013-0002
Schedule Status: Appraiser Working Version
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: Office of General Council
Minor Subdivision: Freedom of Information Act Office
Schedule Subject: Freedom of Information Act Express
Internal agency concurrences will be provided: No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0562-2013-0002

Sequence Number	
1	Freedom of Information Act Express - FOIAXpress
1.1	Master file – Data Repository Disposition Authority Number: DAA-0562-2013-0002-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Freedom of Information Act Express - FOIAXpress FOIAXpress manages and tracks Freedom of Information Act (FOIA) requests received by the Office of the General Counsel. It contains a document library for uploaded electronic documents and scanned paper documents and a redaction feature, with relevant statute notations, information in the documents that cannot be released by the agency.</p>
1.1	<p>Master file – Data Repository Disposition Authority Number DAA-0562-2013-0002-0001</p> <p>The FOIAXpress master electronic case file consists of information regarding the nature of the request; the person or organization making the request, documents found during the search phase or received in response to requests, decisions made regarding the release or denial of information, communications between CSOSA and the requester regarding the request, fees incurred and payments obtained from requesters.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic Data</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>Retention Period Destroy 6 year(s) after the response has been issued.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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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

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