

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0004**

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 **Community Justice Programs-CSOSA**

Schedule Subject **Accucare**

Internal agency concurrences will be provided **No**

Background Information **Accucare is a product designed to conduct the clinical standard Addiction Severity Index (ASI) assessments for Pretrial Services Agency (PSA) supervised defendants and CSOSA supervised offenders in CSOSA and PSA's respective substance abuse treatment divisions. AccuCare captures, processes, stores and transmits client data to generate a recommended treatment plan based on the (ASI) assessment model and ASI score. CSOSA/ PSA uses Accucare assessment data to determine the appropriate substance abuse treatment placement for defendants and offenders.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0562-2013-0004

Sequence Number

1

Master File

Disposition Authority Number: DAA-0562-2013-0004-0001

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0562-2013-0004-0001</p> <p>The AccuCare system consists of the defendant or offender's last name, middle name, first name, nickname(s), gender, social security number, date of birth, marital status, work status, religion, race, ethnic group, street address, city, state, zip code, phone number, emergency contact name, emergency contact relationship to client, emergency contact phone number, emergency contact phone type, provider number, and survey information from Adult ASI, and Adult ASI with JHACO and the BSAP. System records are retrieved using the client's Police Department ID (PDID) or CSOSA ID number.</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation DAA-0562-2013-0027 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off in month assessment is completed</p> <p>Retention Period Destroy 1 year(s) after assessment completed</p> <p>Additional Information</p> <p>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
08/29/2013	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
06/03/2014	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
10/23/2014	Submit For Certification	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
10/24/2014	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
03/18/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/18/2015	Submit For Certification	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
03/18/2015	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
04/22/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

04/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist