

Request for Records Disposition Authority

Records Schedule Number: DAA-0562-2013-0008
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: Department-wide
Schedule Subject: Real-Time Information System Manager (PRISM)
Internal agency concurrences will be provided: No

Background Information: PRISM is used to capture criminal history, health & demographic information, mental health & substance abuse history, personal references, drug test results and supervision compliance information of individuals arrested in the District of Columbia. PRISM also contains drug test results of respondents and other parties involved in D.C. Superior Family Court matters. The information is used to: (1) assist the court in setting initial release conditions for individuals arrested in the District of Columbia; and (2) provide compliance information to the courts on defendants released under Pretrial supervision.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0008

Sequence Number	
1	Master File Disposition Authority Number: DAA-0562-2013-0008-0001
2	Output Disposition Authority Number: DAA-0562-2013-0008-0002

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Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0562-2013-0008-0001</p> <p>Data input includes agency user, criminal justice information, which includes defendant/offender personal health and demographic information; criminal histories; substance abuse and mental health treatment information; defendant's personal; references; supervision records relating to compliance with community supervision; and drug test results for defendants and offenders.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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 mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 70 year(s) after initial date into the supervision period.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Output</p> <p>Disposition Authority Number DAA-0562-2013-0008-0002</p> <p>The system provides reports for Court, including status, compliance/non-compliance reports, drug test results, and Pretrial Services Report (PSR), which includes criminal history and release recommendations. These reports become a part of the PSA official file record for individuals arrested in the District of Columbia.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Retention Period

Destroy 5 year(s) after case disposition in accordance with N1-0562-05-1.

Additional Information

GAO Approval

Not Required

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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
09/04/2013	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
10/22/2013	Submit For Certification	Diana Avery	Records Manager	Office of the Director - Office of General Council
03/20/2015	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
03/25/2015	Return Without Action	Rania Mahmood	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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