

## Request for Records Disposition Authority

Records Schedule Number      DAA-0562-2013-0011  
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 Supervision Services  
Schedule Subject                Supervision Offender Case Files

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0562-2013-0011

Sequence Number	
1	Supervision Offender Case Files Disposition Authority Number: DAA-0562-2013-0011-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="376 412 824 442"><b>Supervision Offender Case Files</b></p> <p data-bbox="376 463 1159 493">Disposition Authority Number      <b>DAA-0562-2013-0011-0001</b></p> <p data-bbox="376 514 1516 1144">These files are maintained for DC offenders currently and/or formerly under parole, supervised release and/or probation supervision by the Court Services and Offender Supervision Agency. The files may contain the following pre-sentence and sentencing information; institutional adjustment reports (parole only), treatment records, compliance orders, field notes, police reports, judgment and commitment orders, program reports, psychiatric reports, assessments, DC Board of Parole Board decisions, US Parole Commission decisions, US Bureau of Prisons (BOP) records and reports, and judicial decisions. Post-release information contained in the files may include risk assessments, illegal substance testing data, referrals, offender reporting forms, progress and behavior reports, correspondence, and other documents pertaining to the offender's supervision. Files are closed when the offender's term of supervision ends. Closed files must remain intact. Case files of deceased offenders must contain one of the following to document the individual's death: death notice from BOP, death certificate, obituary or certified letter. Electronic case files are created and maintained in the Supervision &amp; Management Automated Record Tracking (SMART) system. SMART is CSOSA's current enterprise case management system.</p> <p data-bbox="376 1166 935 1195">Final Disposition                      <b>Temporary</b></p> <p data-bbox="376 1217 870 1247">Item Status                              <b>Active</b></p> <p data-bbox="376 1268 841 1298">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="376 1319 841 1442">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="376 1464 841 1549">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="376 1570 1000 1630">GRS or Superseded Authority Citation      <b>N1-562-02-1 / 1</b></p> <p data-bbox="376 1664 688 1693"><b>Disposition Instruction</b></p> <p data-bbox="376 1715 1516 1800">Retention Period                      <b>Destroy 20 years after case is closed or 5 years after an offender's death.</b></p> <p data-bbox="376 1821 688 1851"><b>Additional Information</b></p> <p data-bbox="376 1872 971 1902">GAO Approval                          <b>Not Required</b></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
10/22/2013	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
11/26/2014	Submit For Certification	Patricia Capers	Agency Records Officer	Office of the Director - Records and Information Management
11/26/2014	Certify	Patricia Capers	Agency Records Officer	Office of the Director - Records and Information Management
07/07/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist