

Request for Records Disposition Authority

Records Schedule Number DAA-0562-2013-0012
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 Major Subdivision
Major Subdivision Community Supervision Services (CSS)
Schedule Subject Supervision & Management Automated Record Tracking (SMART)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

Returned Without Action

Outline of Records Schedule Items for DAA-0562-2013-0012

Sequence Number	
1	Supervision & Management Automated Record Tracking (SMART)
1.1	Master File Disposition Authority Number: DAA-0562-2013-0012-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Supervision & Management Automated Record Tracking (SMART) The Supervision and Management Automated Record Tracking (SMART) system is the agency's core business system. Information maintained in the system is used by the Court Services and Offender Supervision Agency (CSOSA), the US Parole Commission, and DC Superior Court to capture, track and monitor compliance with the conditions of release by individuals under CSOSA supervision on probation, parole, or supervised release.</p>
1.1	<p>Master File Disposition Authority Number DAA-0562-2013-0012-0001</p> <p>SMART contains information on individuals currently and formerly under CSOSA supervision on probation, parole or supervised release. The data consists of: identification, socio-demographic and case status information; substance abuse testing data; DC Department of Corrections, release records; special events data; case, folder tracking information; reports received data; work release violation reports; reports of alleged violations; sentence data records; offense records; detainer records; conduct credit data; time credit data; parole/probation violator face sheet data; hearing calendar records; hearing data; non-hearing data, USPC and/or Superior Court Order data; conditions data, parole/probation certification data; case assignment data; field contact data; order to appear for revocation data; OAR contact records; warrant issued data; notice of rights data; residence information; employment records; academic, vocational and or treatment program participation data; and narcotics testing data.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic System Data Only</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>Disposition Instruction</p> <p>Retention Period Destroy 20 year(s) after the calendar year in which the case is closed.</p>

Reviewed Without Action

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
08/29/2015	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
03/10/2015	Submit For Certification	Gregory Smith	Program Specialist	Office of the Director - Office of General Council
03/10/2015	Certify	Gregory Smith	Program Specialist	Office of the Director - Office of General Council
06/08/2015	Return Without Action	Rania Mahmood	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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