

Request for Records Disposition Authority

Records Schedule Number: DAA-0562-2013-0024
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: Community Supervision Services (CSS)
Minor Subdivision: Office of Information Technology
Schedule Subject: Document Management/SharePoint
Internal agency concurrences will be provided: No

Background Information: The Document Management/SharePoint system is a repository for SMART offender related scanned and electronic documents. This system acts as a central repository for all non-meta data related to the SMART system. This system is used agency wide where SMART is used to track offender 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Returned Without Action

Outline of Records Schedule Items for DAA-0562-2013-0024

Sequence Number	Master File
1	Disposition Authority Number: DAA-0562-2013-0024-0001

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p data-bbox="358 407 521 443">Master File</p> <p data-bbox="358 457 1466 493">Disposition Authority Number DAA-0562-2013-0024-0001</p> <p data-bbox="358 508 1466 617">The Document Management system stores Excel, pdf and Microsoft Word documents that pertain to offender records. The data copied from SMART details offender supervision information and offender supervision activities.</p> <p data-bbox="358 632 1466 667">Final Disposition Temporary</p> <p data-bbox="358 682 1466 718">Item Status Pending</p> <p data-bbox="358 732 1466 768">Is this item media neutral? No</p> <p data-bbox="358 783 1466 819">Explanation of limitation Electronic records</p> <p data-bbox="358 833 1466 963">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 data-bbox="358 993 1466 1029">Disposition Instruction</p> <p data-bbox="358 1043 1466 1121">Retention Period Destroy 50 year(s) after the calendar year in which the case is closed.</p> <p data-bbox="358 1148 1466 1184">Additional Information</p> <p data-bbox="358 1199 1466 1234">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
08/29/2013	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council

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