

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0562-2013-0024

Request for Records Disposition Authority

Records Schedule Number DAA-0562-2013-0024
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)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0562-2013-0024

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

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

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Records Schedule: DAA-0562-2013-0024

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0562-2013-0024-0001</p> <p>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>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records</p> <p>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>Disposition Instruction</p> <p>Retention Period Destroy 50 year(s) after the calendar year in which the case is closed.</p> <p>Additional Information</p> <p>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
04/23/2014	Return Without Action	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services

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