

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0025**
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 (CSS)**
Schedule Subject **VeriTrack**
Internal agency concurrences will be provided **No**

Background Information **VeriTrack is used to enter and review data received from GPS tracking devices placed on offenders who are under CSOSA community supervision. CSOSA uses this system to monitor and track the physical location of GPS-enrolled offenders in the community. VeriTrack is a cloud hosted system.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0562-2013-0025

Sequence Number	
1	Master File Disposition Authority Number: DAA-0562-2013-0025-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 412 527 446">Master File</p> <p data-bbox="365 463 1153 497">Disposition Authority Number DAA-0562-2013-0025-0001</p> <p data-bbox="365 514 1463 629">VeriTrack contains data from all offenders that were enrolled in the GPS system since 2006. This information is provided by CSOSA users and downloaded from the GPS tracking devices worn by enrolled offenders.</p> <p data-bbox="365 646 925 680">Final Disposition Temporary</p> <p data-bbox="365 697 860 732">Item Status Active</p> <p data-bbox="365 749 828 783">Is this item media neutral? Yes</p> <p data-bbox="365 800 828 915">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 data-bbox="365 932 828 1025">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1064 673 1098">Disposition Instruction</p> <p data-bbox="365 1115 1356 1149">Cutoff Instruction Cutoff in calendar year that case is closed.</p> <p data-bbox="365 1166 1469 1242">Retention Period Destroy 20 year(s) after the calendar year in which the case is closed.</p> <p data-bbox="365 1281 673 1315">Additional Information</p> <p data-bbox="365 1332 958 1366">GAO Approval Not Required</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
09/03/2013	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
03/11/2015	Submit For Certification	Gregory Smith	Program Specialist	Office of the Director - Office of General Counsel
03/11/2015	Certify	Gregory Smith	Program Specialist	Office of the Director - Office of General Counsel
05/21/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/26/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/27/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist