

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0026**

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 **Pretrial Services Agency**

Schedule Subject **Pretrial Real-Time Information System Manager**

Internal agency concurrences will be provided **No**

Background Information **PRISM is used to capture criminal history, health & demographic information, mental health & substance abuse history, personal references, drug test results and supervision compliance information of individuals arrested in the District of Columbia. PRISM also contains drug test results of respondents and other parties involved in D.C. Superior Family Court matters. The information is used to (1) assist the court in setting initial release conditions for individuals arrested in the District of Columbia; and (2) provided compliance information to the courts on defendants released under Pretrial supervision.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0562-2013-0026

Sequence Number

1

Master File

Disposition Authority Number: DAA-0562-2013-0026-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 412 527 449">Master File</p> <p data-bbox="365 463 1149 500">Disposition Authority Number DAA-0562-2013-0026-0001</p> <p data-bbox="365 514 1521 666">Data input includes agency user, criminal justice information, which includes defendant/offender personal health and demographic information; criminal history; substance abuse and mental health treatment information; supervision/ compliance information; and drug test results.</p> <p data-bbox="365 680 927 717">Final Disposition Temporary</p> <p data-bbox="365 732 862 768">Item Status Active</p> <p data-bbox="365 783 833 819">Is this item media neutral? Yes</p> <p data-bbox="365 834 833 963">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="365 978 833 1070">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1106 678 1142">Disposition Instruction</p> <p data-bbox="365 1157 1450 1193">Retention Period Destroy 50 year(s) after initial date of supervision</p> <p data-bbox="365 1229 678 1266">Additional Information</p> <p data-bbox="365 1281 963 1317">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
09/17/2013	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
06/03/2014	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
10/17/2014	Submit For Certification	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
10/24/2014	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
02/13/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/19/2015	Submit For Certification	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
02/19/2015	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
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