

## Request for Records Disposition Authority

Records Schedule Number      DAA-0562-2014-0002  
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    Agency-wide  
Schedule Subject                 Presidential Appointee and Senior Executive Official Records  
Internal agency concurrences will be provided      No

Background Information         This request for disposition authority provides for the disposition of the Director's records as well as other agency senior executive officials.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	3	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0562-2014-0002

Sequence Number	
1	<b>Presidential Appointee/Senior Executive Official Records</b> Disposition Authority Number: DAA-0562-2014-0002-0001
2	<b>Policies and Procedures</b> Disposition Authority Number: DAA-0562-2014-0002-0002
3	<b>Annual Report and Strategic Plan</b> Disposition Authority Number: DAA-0562-2014-0002-0003
4	<b>Internal Directives</b> Disposition Authority Number: DAA-0562-2014-0002-0004

Records Schedule Items

Sequence Number

1

**Presidential Appointee/Senior Executive Official Records**

Disposition Authority Number      **DAA-0562-2014-0002-0001**

Senior Officials are defined as Presidential Appointees (Agency Director), Deputy Directors, Special Assistant to the Director, Special Assistant to the Deputy Director, Associate Directors (SES), and General Counsel. Records consist of calendars, appointments books, organizational charts, schedules logs, diaries, and other records documenting meetings, appointments, correspondence, trips, Congressional speaking transcripts, noteworthy visits to other agencies, offices or business entities of significant or historical nature.

Final Disposition                      **Permanent**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

**Disposition Instruction**

Cutoff Instruction                      **Cut off annually.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives in 5 year blocks 15 year(s) after the last year in the block.**

**Additional Information**

First year of records accumulation      **1964**

What will be the date span of the initial transfer of records to the National Archives?      **From 1964 To 2000**

How frequently will your agency transfer these records to the National Archives?      **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		<b>3 MB</b>
<b>Paper</b>	<b>50 Cubic feet</b>	

Microform		
Hardcopy or Analog Special Media		

2

**Policies and Procedures**

Disposition Authority Number      **DAA-0562-2014-0002-0002**

Office policy and procedure files consisting of correspondence relating to the establishment of substantive CSOSA and PSA policies and procedures classified under a subject matter system and other files consisting of policy and procedure correspondence at the senior official level.

Final Disposition                      **Permanent**

Item Status                                **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

**Disposition Instruction**

Cutoff Instruction                      **Cut off annually.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives in 5 year blocks 15 year(s) after the last year in the block.**

**Additional Information**

First year of records accumulation      **1964**

What will be the date span of the initial transfer of records to the National Archives?      **From 1964 To 2000**

How frequently will your agency transfer these records to the National Archives?      **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		1 MB
Paper	3 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

3

**Annual Report and Strategic Plan**

Disposition Authority Number      **DAA-0562-2014-0002-0003**

Final Disposition                      **Permanent**

Item Status                              **Active**

Is this item media neutral?          **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

**Disposition Instruction**

Cutoff Instruction                      **Cut off annually.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives in 5 year blocks 15 year(s) after the last year in the block.**

**Additional Information**

First year of records accumulation      **2000**

What will be the date span of the initial transfer of records to the National Archives?      **From 2000 To 2005**

How frequently will your agency transfer these records to the National Archives?      **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		<b>0.5 MB</b>
Paper	<b>1 Cubic feet</b>	
Microform		

Hardcopy or Analog Special Media		
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4

**Internal Directives**

Disposition Authority Number      DAA-0562-2014-0002-0004

Directives issued by the Director, Deputy Director, or any other senior executive official not resulting in a policy or procedure. Internal directives may be an Agency wide or a program specific notice to adhere to a particular policy or procedure. These notices generally address current activity within the Agency or a program area.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

**Disposition Instruction**

Cutoff Instruction                      Cut off annually.

Retention Period                        Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

## 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
08/05/2014	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
10/31/2014	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/04/2015	Submit For Certification	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
08/17/2015	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
08/11/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist