

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0562-2016-0001**

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      **Expungement Order Files**

Internal agency concurrences will be provided      **No**

Background Information      **These files relate to a Court Order to expunge/eradicate records, information in a record or information in a system related to legal proceedings brought pursuant to D.C. Code § 16-802 in which CSOSA is a party.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0562-2016-0001

Sequence Number	
1	Expungement Order Files Disposition Authority Number: DAA-0562-2016-0001-0001
2	Correspondence Disposition Authority Number: DAA-0562-2016-0001-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Expungement Order Files</b></p> <p>Disposition Authority Number      DAA-0562-2016-0001-0001</p> <p>Records, files, or information in a system relating to the defendant's arrest to be expunged pursuant to a Court Order. The expungement files will contain the orders of the court, pleadings, the original of the expunged records, and copies of the changed or modified records.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p>Disposition Instruction</p> <p>Retention Period                      Destroy immediately.</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>
2	<p><b>Correspondence</b></p> <p>Disposition Authority Number      DAA-0562-2016-0001-0002</p> <p>Correspondence documenting efforts to order to comply with the court order, including certification of compliance.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</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>

Cutoff Instruction	Cutoff annually.
Retention Period	Destroy 3 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
12/18/2015	Certify	Darice Lee	Records Officer	Office of Director - Office of General Counsel
02/25/2016	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/04/2016	Submit For Certification	Darice Lee	Records Officer	Office of Director - Office of General Counsel
04/04/2016	Return to Submitter	Darice Lee	Records Officer	Office of Director - Office of General Counsel
04/05/2016	Submit For Certification	Darice Lee	Records Officer	Office of Director - Office of General Counsel
04/18/2016	Certify	Darice Lee	Records Officer	Office of Director - Office of General Counsel
08/04/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist