**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

**To:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

**DATE RECEIVED** 3-22-2002

**JOB NUMBER** 71-562-02-1

1. **FROM (Agency or establishment)** Court Services and Offender Supervision Agency

2. **MAJOR SUBDIVISION** Community Supervision Services Division

3. **MINOR SUBDIVISION**

4. **NAME OF PERSON WITH WHOM TO CONFER** Patricia Cox  
(202) 585-7315

5. **TELEPHONE DATE** 12-19-02

6. **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 on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

[X] is not required;  [ ] is attached; or  [ ] has been requested.

**DATE** 03/27/02

**SIGNATURE OF AGENCY REPRESENTATIVE**  
Roy Ramee

**TITLE** Records Manager

7. **Item No.**  
8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
9. **GRS OR SUPERSEDED JOB CITATION**  
10. **ACTION TAKEN**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item and Proposed Disposition</th>
<th>GRS or Superseeded Job Citation</th>
<th>Action Taken</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervision Offender Case Files</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Word processing and e-mail files</td>
<td>none</td>
<td></td>
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</tbody>
</table>
Item No. 1: Supervision Offender Case Files.

These files are maintained for D.C. offenders currently and/or formerly under parole, supervised release, and/or probation supervision. The files may contain the following: presentence information, sentencing information, institutional adjustment (parole only), treatment records, compliance orders, field notes, police reports, judgment and commitment orders, program reports, psychiatric reports, assessments, D.C. Parole Board decisions, U.S. Parole Commission decisions, judicial decisions, and post-release information to include risk assessment, substance abuse testing, referrals, offender reporting forms, progress and behavior reports, correspondence, and other documents pertaining to the offender’s supervision. Files are closed when the offender’s term of supervision ends. A file is reopened, however, if the offender again comes under supervision for a new offense.

Disposition: Temporary; destroy 20 years after close of case.

Item No. 2: Word processing and e-mail files

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the LEG schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

Disposition:

- Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.