To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)
D.C. Pretrial Services Agency / CSOSA

2 MAJOR SUBDIVISION
Office of Operations

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Monica L. James

5 TELEPHONE
202-220-5653

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 pages are not needed now 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,

\[ \text{x} \] is not required  \[ \text{\ } \] is attached; or  \[ \text{\ } \] has been requested.

7 ITEM NO.  8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  9 GRS OR SUPERSEDED JOB CITATION  10 ACTION TAKEN (NARA USE ONLY)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>GRS OR SUPERSEDED JOB CITATION</th>
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<tbody>
<tr>
<td>1</td>
<td>Supervision Defendant Case Files</td>
<td>none</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Treatment Defendant Case Files</td>
<td>none</td>
<td></td>
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See attached sheets

STANDARD FORM 115 (REV. 3-91)  
PREScribed by NARA 36 CFR 1228
Item No. 1: Supervision Case Files

Supervision case files are maintained for defendants charged with criminal offenses in Washington, D.C. The information contained in the file is solely obtained to effectively supervise the defendant while awaiting case disposition. The information contained in the files may consist of: demographic data, criminal history, compliance and non-compliance information, substance abuse test results, treatment assessments, treatment and social service referrals, and other documents pertaining to the defendant’s supervision. Files are closed when the case reaches final disposition.

Disposition: Temporary; destroy 5 years after case disposition.

Item No: 2: Treatment Case Files

Treatment files are clinical in nature and are protected under Title 42, Code of Federal Regulations Part 2, the D.C. Code § 7-1201.01 et seq. (D.C. Mental Health Information Act), and the D.C. Code § 7-302, 7-1601, 1605 (HIV/AIDS confidentiality), which prohibits any treatment disclosure without written consent. Treatment files are maintained separately from supervision files to protect the defendant’s confidentiality and privacy. Treatment files may consist of: substance abuse treatment records, mental health records, HIV/Cancer treatment records, and any other documents pertaining to the defendant’s diagnosis and treatment.

Disposition: Temporary; destroy 5 years after case disposition.
**Item 3:**  Electronic mail and word processing records

Electronic copies of records created on electronic mail and word processing systems and used solely to create recordkeeping version of **Items (1) and (2)** of this schedule.

Disposition: Temporary; Destroy/delete within 60 days after the recordkeeping copy has been created.