Schedule Number: N1-562-10-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:
This schedule is superseded by DAA-0562-2021-0001-0003

Date Reported: 09/28/2021
REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1 FROM (Agency or establishment)
Pretrial Services Agency

2 MAJOR SUB DIVISION
Office of Operations (Record Group 562)

3 MINOR SUBDIVISION
Court Services, Supervision, Treatment, Drug Testing Unit

4 NAME OF PERSON WITH WHOM TO CONFER
Bran Rybicki

5 TELEPHONE
202-220-5661

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 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,

☐ is not required ☐ is attached, or ☐ has been requested

DATE
08/03/2010

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Acting Records Manager

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached sheets

1 Administrative Log Sheets are maintained in the following subdivisions: Court Services, Supervision, Treatment, Drug Testing and Compliance Unit, and Forensic Toxicology Lab

See Attached

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
None

115-109 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
PRESCRIBED BY NARA 36 CFR 1228
Item No. 1: Administrative Log Sheets

Administrative log sheets are defendant log sheets, in paper or spreadsheet format, created to document day-to-day activities related to the preparation of reports for court and the supervision and treatment of defendants. Such documents include the following: defendant's scheduled appointments, information on reports that are prepared for court, and information on investigations that are conducted as to why individuals failed to comply with their release conditions.

Disposition: Temporary

Disposition Instructions: After the last entry on the administrative log sheet, destroy within 180 days of creation or input into an automated system.