

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-562- 11-1	
To: National Archives & Records Administration 8601 Adelphi Road College Park, MD 20740-6001		Date received 7/5/11	
1 FROM (Agency or establishment) Court Services Offender Supervision Agency (CSOSA)(RG562) Pretrial Service Agency (PSA) (RG 562)		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Director			
3 MINOR SUBDIVISION Office of the General Counsel			
4 NAME OF PERSON WITH WHOM TO CONFER Ashanti Thompson (CSOSA) Brian Rybicki (PSA)	5 TELEPHONE NUMBER 202-442-1602 202-220-5661	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 for 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,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 7-1-2011	SIGNATURE OF AGENCY REPRESENTATIVE Ashanti Thompson <i>Ashanti Thompson</i>		TITLE Records Specialist
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Presidential Appointee and Senior Official Records  SEE ATTACHED  Page 1 of 3		

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p><b>Presidential Appointee and Senior Official Records</b></p> <p>Senior Officials are defined as Presidential Appointees, Directors, secretarial officers, ombudsman, Chief of Staff, General Counsels and Legal Advisors, Chief Financial Officer and Deputy Chief Financial Officers and individuals acting in these capacities, heads of program offices, their deputies and assistants, the heads of staff offices, directors of offices, or equivalent, principal field officials, special assistants, and confidential assistants</p> <p>Records consists of calendars, appointment books, organizational charts, schedules, logs, diaries and other records documenting meetings, appointments, documented substantive telephone calls, trips, strategic plans, congressional speaking transcripts, noteworthy visits to other agencies, offices or business entities of significant or historical nature and other activities of federal employees while serving in an official capacity Includes substantive information relating to official activities when not incorporated into memoranda, reports, correspondence or other records included in the official files</p> <p><b>NOTE:</b> Senior official non-record materials are disposable without reference to the requirements of 44 U.S.C Chapter 33 Although these materials cannot be considered as personal papers, a senior official may accumulate for convenience of reference extra copies of papers and other materials that he or she has drafted, reviewed, or otherwise acted upon Senior officials may retain these extra copies, provided the retention will not (1) Diminish the official records of the Department, (2) Violate confidentiality required by national security, privacy, or other interests protected by law, or (3) Exceed normal administrative economies, such as the administrative costs of storage and maintenance</p>	<p><b>PERMANENT.</b></p> <p>Break annually</p> <p>Transfer to the Federal Records Center periodically or one year after the transfer, termination, retirement or removal of the senior official.</p> <p>Accession to NARA 10 years after transfer</p>

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2	<p>General Correspondence Files (and related documentation)</p> <ul style="list-style-type: none"> <li>a. 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</li> <li>b. Other files consisting of policy and procedure correspondence at senior official level</li> <li>c. Routine correspondence containing clarification or interpretation of general policies, procedures, rules, regulations and instructions</li> </ul>	<p><b>PERMANENT.</b> Break annually. Transfer periodically to FRC Accession to NARA 10 years after transfer</p> <p><b>TEMPORARY.</b> Destroy when no longer needed for reference</p>
3	<p>Agendas, minutes, summaries and reports of the Director's conferences and similar meetings or conferences</p> <ul style="list-style-type: none"> <li>a. Files maintained by the office of primary responsibility for the organization and arrangement of meeting or conference</li> <li>b. Copies of files maintained by individuals or by other offices</li> </ul>	<p><b>PERMANENT.</b> Break annually Transfer to the FRC periodically Accession to NARA 10 years after transfer. GRS 16, item 8b(1)</p> <p><b>TEMPORARY.</b> Destroy when 3 years old or when no longer needed for reference (GRS 16, item 8b(2))</p>
4	<p>Invitations, attendance reports, agendas of an ad hoc nature, workshops and non-project working groups concerning chiefly administrative matters</p>	<p><b>TEMPORARY.</b> Break annually Destroy 3 years after break GRS 16, item 8</p>
5.	<p>Annual Report</p> <ul style="list-style-type: none"> <li>a. Record copy of each CSOSA &amp; PSA Annual Report</li> <li>b. All other copies</li> </ul>	<p><b>PERMANENT.</b>  Accession to NARA when 10 years old</p> <p><b>TEMPORARY.</b> Destroy when no longer needed for reference</p>
6	<p>Electronic mail and word processing documents and communications created and received via electronic systems that are determined to have substantive record status. Electronic calendars, text, attachments metadata</p>	<p><b>PERMANENT.</b>  Transfer to NARA's Electronic Records Archives system periodically</p>

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7	<p>Electronic mail and word processing system copies</p> <p>a Copies of records covered 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 disc or network drives that are used only to produce recordkeeping copy</p> <p>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p>	<p><b>TEMPORARY.</b></p> <p>Destroy/Delete within 180 days or when no longer needed for reference GRS 20 GRS 23, item 2a</p> <p><b>TEMPORARY.</b></p> <p>Destroy/Delete within 180 days or when no longer needed for reference GRS 20</p>
8	<p>Internal Directives</p> <p>a Record Copy of each internal directive issued by or for the Director and Deputy Director or the head of any group office</p> <p>b Reference Copy</p>	<p><b>PERMANENT.</b></p> <p>Accession record copy to NARA in 5 year blocks</p> <p><b>TEMPORARY.</b></p> <p>Destroy when no longer needed for reference.</p>
9	<p>Management Audit Case Files</p> <p>a Final Report</p> <p>b Papers relating to compilation and resolution of final report</p>	<p><b>PERMANENT.</b></p> <p>Accession to NARA when 10 years old</p> <p><b>TEMPORARY.</b></p> <p>Destroy when 6 years old or upon issuance of succeeding report, whichever is earlier</p>