# FEDERAL ENTITY CEASED OPERATIONS

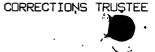
Schedule Number: N1-220-02-025

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

## Description:

The National Capital Revitalization and Self-Government Improvement Act of 1997 (111 Stat. 737), Title XI of the Balanced Budget Act of 1997, approved August 5, 1997, established the position of the Corrections Trustee to serve as an independent Officer of the District of Columbia Government. The mission of the Office of the Corrections Trustee was to provide financial oversight to the District of Columbia's Department of Corrections (DOC); to facilitate the closure of the Lorton complex and the transfer of all sentenced felons to Federal custody (completed on November 19, 2001); and to ensure the District of Columbia maintained a viable correctional system which promoted the safety of staff, inmates, and the community. The responsibilities of the Office of the Corrections Trustee were carried out by a small staff who possessed extensive experience in the field of corrections. The Office of the Corrections Trustee was to terminate on or about September 30, 2002.

Date Reported: 06/22/2020



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(See Instructions on reverse)  10: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  WASHINGTON, D.C 20408  1. FROM (Agency or establishment) OFFIce of the Corrections Trustee  2. MAJOR SUBDIVISION  3. HIMOR SUBDIVISION  4. NAME OF PERSON WITH WHOM TO COMPER Edgar Haynes  6. ACENIF CERTIFICATION 1. hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of that the records proposed for disposal on the attached type page(s) and that written concurrence from the General Accounting Office, which the provisions of Title 3 of the GAD Market for discharce of Federal Agencies,  X is not required;  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  Office of the Corrections Trustee  (See Attached)	REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAV	If		
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  WASHINGTON, DC 20408  1. FROM (Agency or establishment) Office of the Corrections Trustee  2. MAJOR SUBDIVISION  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including generalments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.  4. NAME OF PERSON WITH UHOM TO CONFER Edgar Haynes  5. TELEPHONE 202-514-9254  DATE 1. ARCHIVIST, OF THE UNITED STATES 1. ACCIVIST, OF THE UNITED STATES 1. ACCIVITY TO THE U		11			
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#### Office of the Corrections Trustee

The National Capital Revitalization and Self-Government Improvement Act of 1997, Public Law 105-33, established the position of the Corrections Trustee to serve as an independent Officer of the District of Columbia Government. As established, the Trustee is appointed directly by the Attorney General of the United States, after consultation with leading officials of various branches of the District Government, and may only be removed by the Attorney General. John L. Clark was appointed by Attorney General Janet Reno to serve in this capacity in September, 1997, and was sworn in shortly thereafter.

The Mission of the Office of the Corrections Trustee is: to provide financial oversight to the District of Columbia's Department of Corrections (DOC); to facilitate the closure of the Lorton complex and the transfer of all sentenced felons to Federal custody which was completed on November 19, 2001; and to ensure the District of Columbia maintains a viable correctional system which promotes the safety of staff, inmates and the community. The responsibilities of the Office of the Corrections Trustee are carried out by a small staff who possess extensive experience in the field of corrections. The Office of the Corrections Trustee will terminate on or about September 30, 2002.

### 1. Organization and Interagency Workgroup Files

Office organizational chart, procedures manual, memoranda of understanding, congressional testimony, Trustee biography, Interagency Detention Workgroup agendas, participant lists, workgroup minutes and related records.

Volume: 1 cubic foot.

Disposition: <u>Permanent.</u> Transfer to the National Archives and Records Administration upon termination of the Office.

### 2. Trustees Correspondence Files, Appointment Calendars, and Office Publications

Correspondence to and from the Corrections Trustee including letters, memoranda, and printed electronic mail messages that contain substantive information regarding the mission of the Office. Dates: October 1997 - September 2002. Arranged chronologically. Corrections Trustee and Office Staff Appointment Calendar arranged chronologically. One copy each of published staff reports, research reports, and press releases.

Volume: 3 cubic feet.

Disposition: <u>Permanent.</u> Transfer to the National Archives and Records Administration upon termination of the Office.

### 3. Staff Working Files

Background information, reference materials, publications, memoranda, notes and related records maintained by individuals in individual files.

Disposition: Temporary. Destroy upon termination of the Office.

### 4. Electronic Mail and Word Processing Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by other items in this schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

Disposition: <u>Temporary.</u> Destroy/Delete when file copy is generated and no longer needed for reference purposes, or upon termination of the Office, whichever is sooner.

### 5. Financial Records

Accountable Officers Account and financial records covered under the following General Records Schedules.

GRS 2 - Payrolling and Pay Administration Records

GRS 5 - Budget Records

GRS 6 - Accountable Officers Accounts Records

GRS 7 - Expenditure Accounting Records

GRS 9 - Travel and Transportation Records

Volume: 20 cubic feet.

Disposition: Temporary. Retention periods according to established General Records Schedules.