

## Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2012-0004**

Schedule Status **Approved**

Agency or Establishment **Court Services and Offenders Supervision Agency**

Record Group / Scheduling Group **Records of the Court Services and Offender Supervision Agency for the District of Columbia**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Re-Entry and Sanction Center**

Minor Subdivision **Office of Community Justice Program (CJP)**

Schedule Subject **Treatment Case Files**

Internal agency concurrences will be provided **No**

Background Information **Office of Community Justice Program (CJP)**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0562-2012-0004

Sequence Number	
1	Treatment Case Files Disposition Authority Number DAA-0562-2012-0004-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Treatment Case Files</b></p> <p>Disposition Authority Number      <b>DAA-0562-2012-0004-0001</b></p> <p>Treatment files are clinical in nature and are protected under Title 42, Code of Federal Regulations Part 2, the D C Code § 7-1201 0 et seq (D C Mental Health Information Act), and the D C Code § 7-302, 7-1601 (HIV/AIDS confidentiality), which prohibits any treatment disclosure without written consent Treatment files are maintained separately from supervision files to protect the offender's confidentiality and privacy Treatment files may consist of substance abuse treatment records, mental health records, HIV/Cancer treatment records, psychological assessments and any other documents pertaining to the offender's diagnosis and treatment</p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period      <b>Destroy 5 year(s) after the case is closed</b></p> <p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></p>

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
11/20/2012	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
06/04/2013	Submit for Concurrency	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
06/05/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
06/06/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/07/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist