

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0001**

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 **Agency-wide**

Schedule Subject **Suggestion Box**

Internal agency concurrences will be provided **No**

Background Information **The Suggestion Box is an electronic method where employees may submit messages by way of email ideas and suggestions relative to internal operations, use of agency social media and suggestions to enhance general policy and agency operations. This method provides a means for CSOSA employees to submit suggestions or comments to the Director's Office where the identity of the employee submitting the comment or suggestion can remain anonymous if they so desire.**

Note: All Inputs, Outputs (excluding Item 2), and Documentation are covered by GRS 20.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 0 | 3 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0001

| Sequence Number | |
|-----------------|---|
| 1 | Suggestion Box |
| 1.1 | Master File Disposition Authority Number: DAA-0562-2013-0001-0001 |
| 1.2 | Output - Quarterly Spreadsheet Disposition Authority Number: DAA-0562-2013-0001-0002 |
| 1.3 | Reports Disposition Authority Number: DAA-0562-2013-0001-0003 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | Suggestion Box The Suggestion Box provides a means for CSOSA employees to submit suggestions or comments to the Director's office where the identity of the employee submitting the comment or suggestion can remain anonymous if they so desire. |
| 1.1 | Master File Disposition Authority Number DAA-0562-2013-0001-0001 Includes employee information including work departments, areas of concern, suggestions, employee names (optional), employee phone number (optional), and date and time that suggestion was submitted. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No Disposition Instruction Cutoff Instruction Cut off annually. Retention Period Destroy 3 year(s) after cutoff. Additional Information GAO Approval Not Required |
| 1.2 | Output - Quarterly Spreadsheet Disposition Authority Number DAA-0562-2013-0001-0002 Quarterly spreadsheets containing suggestion data imported from the master file. Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No |

1.3

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Reports

Disposition Authority Number DAA-0562-2013-0001-0003

Final annual reports includes Director's narrative summary of substantive issues, suggestions found actionable and the corresponding responsive measures.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy 6 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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 |
|------------|--------------------------|------------------|---|---|
| 07/30/2013 | Certify | Diana Avery | Records Manager | Office of the Director - Office of General Council |
| 04/08/2014 | Return for Revision | Rania Mahmoud | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 05/09/2014 | Submit For Certification | Patricia Capers | Agency Records Officer | Office of the Director - Records and Information Management |
| 05/15/2014 | Certify | Patricia Capers | Agency Records Officer | Office of the Director - Records and Information Management |
| 07/16/2014 | Submit for Concurrence | Rania Mahmoud | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 07/23/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 07/23/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 07/29/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |