

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0011**

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 **Community Supervision Services**

Schedule Subject **Supervision Offender Case Files**

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0011

Sequence Number	
1	Supervision Offender Case Files Disposition Authority Number: DAA-0562-2013-0011-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="378 412 824 440">Supervision Offender Case Files</p> <p data-bbox="378 466 1157 493">Disposition Authority Number DAA-0562-2013-0011-0001</p> <p data-bbox="378 519 1516 1144">These files are maintained for DC offenders currently and/or formerly under parole, supervised release and/or probation supervision by the Court Services and Offender Supervision Agency. The files may contain the following pre-sentence and sentencing information; institutional adjustment reports (parole only), treatment records, compliance orders, field notes, police reports, judgment and commitment orders, program reports, psychiatric reports, assessments, DC Board of Parole Board decisions, US Parole Commission decisions, US Bureau of Prisons (BOP) records and reports, and judicial decisions. Post-release information contained in the files may include risk assessments, illegal substance testing data, referrals, offender reporting forms, progress and behavior reports, correspondence, and other documents pertaining to the offender's supervision. Files are closed when the offender's term of supervision ends. Closed files must remain intact. Case files of deceased offenders must contain one of the following to document the individual's death: death notice from BOP, death certificate, obituary or certified letter. Electronic case files are created and maintained in the Supervision & Management Automated Record Tracking (SMART) system. SMART is CSOSA's current enterprise case management system.</p> <p data-bbox="378 1168 932 1195">Final Disposition Temporary</p> <p data-bbox="378 1221 867 1249">Item Status Active</p> <p data-bbox="378 1274 834 1302">Is this item media neutral? Yes</p> <p data-bbox="378 1327 834 1442">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="378 1468 834 1553">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="378 1578 997 1632">GRS or Superseded Authority Citation N1-562-02-1 / 1</p> <p data-bbox="378 1672 683 1700">Disposition Instruction</p> <p data-bbox="378 1725 1516 1793">Retention Period Destroy 20 years after case is closed or 5 years after an offender's death.</p> <p data-bbox="378 1834 680 1862">Additional Information</p> <p data-bbox="378 1887 964 1915">GAO Approval Not Required</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
10/22/2013	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
06/03/2014	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
11/26/2014	Submit For Certification	Patricia Capers	Agency Records Officer	Office of the Director - Records and Information Management
11/26/2014	Certify	Patricia Capers	Agency Records Officer	Office of the Director - Records and Information Management
07/07/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist