

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0013**
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 (CSS)**
Minor Subdivision **File Management Unit**
Schedule Subject **Closed Record Archive and Management System (CRAMS)**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0562-2013-0013

Sequence Number	
1	Closed Record Archive and Management System (CRAMS)
1.1	Master File Disposition Authority Number: DAA-0562-2013-0013-0001

Records Schedule Items

Sequence Number	
1	<p>Closed Record Archive and Management System (CRAMS) CRAMS provided data entry and tracking for closed offender records to support the management of offender paper case files by CSOSA's File Management Unit. The system was also used to track archived closed records stored at the Federal Record Center (FRC). This is a legacy system and is not linked to any system. The latest snap-shot of CRAMS was imported into Infolinx and the system retired.</p>
1.1	<p>Master File</p> <p>Disposition Authority Number DAA-0562-2013-0013-0001</p> <p>CRAMS information consists of the full name, date of birth, PDID#, CSOSA#, and AO# of individuals formerly under Agency supervision on probation, parole or supervised release and the file type, case type, accession#, Box#, Date Archived, Date Received, Transferred Date, Returned to FMU Date, FRC Returned Date, Disposition Date, and Scheduled Disposition Date of their paper case files.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of the schedule</p> <p>Additional Information</p> <p>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
08/29/2013	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
03/06/2014	Submit for Concur rence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/11/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
03/12/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
03/18/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist