

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0022**

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)**

Schedule Subject **Sex Offender Registry (SOR)**

Internal agency concurrences will be provided **No**

Background Information **SOR is a Federal government requirement of the District of Columbia and all, States, Territories, and Indian Tribes. All jurisdictions are required to register and track the location of convicted sex offenders who reside, work or attend school within that jurisdiction; make select information on registered offenders available to the public, and share information on registered sex offenders with other jurisdictions with a need to know. For the District of Columbia, CSOSA updates and maintains the Sex Offender Registry.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0022

Sequence Number	
1	Master File
1.1	Offenders in Classification A Disposition Authority Number: DAA-0562-2013-0022-0001
1.2	Offenders in Classification B and C Disposition Authority Number: DAA-0562-2013-0022-0002

Records Schedule Items

Sequence Number	
1	<p>Master File SOR data consist of name, date of birth, aliases; social security number; residence address(es); employment information; school information; physical description; registration status; warrants, failure to appear, and/or absconder information; supervision; criminal history; criminal justice information; photographs; fingerprints; driver's license number and information on, vehicles owned; completed violation forms; scanned documents; running record or notepad entries; verification visits; registration status; violation forms; NCIC/NSOR validations; and data from the D.C. Superior Court, Metropolitan Police Department, sending jurisdiction, and releasing authorities.</p>
1.1	<p>Offenders in Classification A Disposition Authority Number DAA-0562-2013-0022-0001 All lifetime registrants. Includes offenders who have been convicted or found not guilty by reason of insanity of offenses under Class A, District of Columbia Official Code. 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? Yes Do any of the records covered by this item exist as structured electronic data? Yes Disposition Instruction Cutoff Instruction Cutoff when case is closed (upon offender's death, reversal, vacation or pardon). Retention Period Destroy 6 months after cutoff. Additional Information GAO Approval Not Required</p>
1.2	<p>Offenders in Classification B and C Disposition Authority Number DAA-0562-2013-0022-0002</p>

Term of years registrants. Includes offenders who have been convicted or found not guilty by reason of insanity of offenses under Class B or Class C, District of Columbia Official Code. Class B or C include offenders who are not lifetime registrants.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff when case is closed (upon expiration of offender's supervision, or 10 years after the offender is placed on supervision, whichever is later; or upon reversal, vacation or pardon).

Retention Period Destroy immediately 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
08/29/2013	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
03/19/2015	Submit For Certification	Gregory Smith	Program Specialist	Office of the Director - Office of General Counsel
03/19/2015	Certify	Gregory Smith	Program Specialist	Office of the Director - Office of General Counsel
07/22/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/24/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/24/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/27/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist