

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0023**

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 **InfoLinx**

Internal agency concurrences will be provided **No**

Background Information **InfoLinx provides CSOSA's File Management Unit with data entry and tracking functionality to manage the physical location of active and closed offender case files. The system is also used to track archived closed records stored at the Federal Record Center (FRC).**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0562-2013-0023

Sequence Number	
1	Master File Disposition Authority Number: DAA-0562-2013-0023-0001

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0562-2013-0023-0001</p> <p>The InfoLinx master file contains information on individuals currently or formerly under Agency supervision. The file consists of first name and last name; PDID, CSOSA, and DC Department of Corrections numbers, file type, case type, docket, volume, date archived, case closed date, disposition date, scheduled disposition date, barcode numbers, physical locations, legacy CRAMS data, and legacy iPARS data.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 20 year(s) after the calendar year in which the case is closed.</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
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
03/11/2015	Certify	Gregory Smith	Program Specialist	Office of the Director - Office of General Counsel
05/21/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/26/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/27/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist