

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0028**

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 **Pretrial Services Agency**

Schedule Subject **Health & Safety Reports**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0562-2013-0028

Sequence Number

1

Health & Safety Reports

Disposition Authority Number: DAA-0562-2013-0028-0001

Records Schedule Items

Sequence Number	
1	<p>Health & Safety Reports</p> <p>Disposition Authority Number DAA-0562-2013-0028-0001</p> <p>Reports of unusual or dangerous encounters that occur between persons in the work place, including cellblocks, common areas, PSA offices, and the Courts</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Annually</p> <p>Retention Period Destroy 2 year(s) after cutoff</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
09/30/2013	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
05/07/2014	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
06/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist