

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2016-0001

Status: APPROVED
Date Approved: 08/12/2016

General Information

Agency or Establishment	Court Services and Offender Supervision Agency for the District of Columbia
Record/Scheduling Group	0562 - Records of the Court Services and Offender Supervision Agency for the District of Columbia
Records Schedule Applies To	Agency-wide
Schedule Subject	Expungement Order Files
Additional Schedule Information	These files relate to a Court Order to expunge/eradicate records, information in a record or information in a system related to legal proceedings brought pursuant to D.C. Code § 16-802 in which CSOSA is a party.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0562-2016-0001

Item #	Title	Disposition
0001	Expungement Order Files	Temporary
0002	Correspondence	Temporary

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Records Schedule Items

DAA-0562-2016-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Expungement Order Files	
Item Description	Records, files, or information in a system relating to the defendant's arrest to be expunged pursuant to a Court Order. The expungement files will contain the orders of the court, pleadings, the original of the expunged records, and copies of the changed or modified records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy immediately.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0562-2016-0001-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Correspondence	
Item Description	Correspondence documenting efforts to order to comply with the court order, including certification of compliance.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0562-2025-0001-0001 on 07/28/2025.

Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff annually.
Retention Period	Destroy 3 year(s) after cutoff.

ADDITIONAL INFORMATION

Are any of the records covered by
this item national security
classified?

GAO Approval Required	No
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Signatory Information

Action	User	Date
Approve	David Ferriero	08/12/2016