

## Request for Records Disposition Authority

Records Schedule Number      DAA-0562-2021-0028

Schedule Status      Approved

  

Agency or Establishment      Pretrial Services Agency for the District of Columbia

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      Office of Planning, Policy and Analysis

Schedule Subject      Projects and Reports

Internal agency concurrences will be provided      No

Background Information      The Office of Planning, Policy and Analysis (OPPA) oversees and provides technical support for PSA's policy and program development, operational strategic planning, outcome and performance measure reporting, and research and evaluation functions. The records in this series are created through processes that focus on the Agency's performance in various functional areas.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0562-2021-0028

Sequence Number	
1	Surveys and Reports Disposition Authority Number: DAA-0562-2021-0028-0001
2	Project Plans - Approved and Rejected Disposition Authority Number: DAA-0562-2021-0028-0002
3	Project Working Files Disposition Authority Number: DAA-0562-2021-0028-0003
4	Quality Assurance Audits Disposition Authority Number: DAA-0562-2021-0028-0004

## Records Schedule Items

Sequence Number	
1	<p><b>Surveys and Reports</b></p> <p>Disposition Authority Number      <b>DAA-0562-2021-0028-0001</b></p> <p><b>Surveys and reports that have been administered to stakeholders used to evaluate PSA's services.</b></p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cutoff at end of calendar year of completion</b></p> <p>Retention Period      <b>Destroy 7 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></p>
2	<p><b>Project Plans - Approved and Rejected</b></p> <p>Disposition Authority Number      <b>DAA-0562-2021-0028-0002</b></p> <p><b>Before the development of an agency policy, a project plan for approval to develop or update a new policy must be submitted. The approval or rejection of the project plan determines the next steps (if the plan moves forward).</b></p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cutoff when plan is completed or rejected/ discontinued</b></p> <p>Retention Period      <b>Destroy 5 year(s) after cutoff</b></p>

3	Additional Information	
	GAO Approval	Not Required
	Project Working Files	
	Disposition Authority Number	DAA-0562-2021-0028-0003
	Working files for projects consist of multiple drafts with changes that support the development, update, or termination of a current policy, project, or initiative.	
	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?	No
	Disposition Instruction	
4	Cutoff Instruction	Cutoff when existing project is superseded, completed or terminated
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Quality Assurance Audits	
	Disposition Authority Number	DAA-0562-2021-0028-0004
	OPPA conducts reviews of internal work processes performed throughout the operational components of the Agency. The purpose of the audits is to ensure proper procedures are being followed and to make recommended changes where necessary. These audits may produce corrective action reports, newly recommended procedures, and new or updated policies.	
	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?	No
	Disposition Instruction	

Cutoff Instruction	Cutoff at end of calendar year in which audit is completed
Retention Period	Destroy 3 year(s) 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
06/22/2021	Certify	Monica Johnson	Records Manager	Directors Office - Records Management
06/28/2021	Return for Revision	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
06/29/2021	Submit For Certification	Jamillah Graves	Records Management Specialist	Pretrial Services Agency - Pretrial Services Agency
06/29/2021	Certify	Monica Johnson	Records Manager	Directors Office - Records Management
11/02/2021	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/05/2021	Submit For Certification	Monica Johnson	Records Manager	Directors Office - Records Management
11/05/2021	Certify	Monica Johnson	Records Manager	Directors Office - Records Management
04/12/2022	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/26/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist