

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2021-0029**

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 **Post-Release and Supervision**

Schedule Subject **Post-Release and Supervision Lists**

Internal agency concurrences will be provided **No**

Background Information **Post-Release and Supervision monitors defendants the Court places on conditional release pending trial. Staff provides supervision and treatment interventions that reasonably assure that the defendant returns to court and does not engage in criminal activity pending their trial and/or sentencing.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0562-2021-0029

Sequence Number	
1	Third Party Custodian List Disposition Authority Number: DAA-0562-2021-0029-0001
2	Passport List Disposition Authority Number: DAA-0562-2021-0029-0002

Records Schedule Items

Sequence Number	
1	<p>Third Party Custodian List</p> <p>Disposition Authority Number DAA-0562-2021-0029-0001</p> <p>The list consists of persons whose background has been run through the National Crime Information Center (NCIC) to determine eligibility to accept custody of a defendant being released on personal recognizance. If the custodian is eligible to have the defendant released into their custody, the custodian accepts responsibility for ensuring the defendant's return to court and adherence to their release conditions. The Third Party Release recommendation will be included in the Pretrial Services Report as part of the defendant's risk-based criteria.</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 Monthly</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Passport List</p> <p>Disposition Authority Number DAA-0562-2021-0029-0002</p> <p>This list consists of passports surrendered from defendants as ordered by the Court. PSA maintains custody until the Court orders the passport returned.</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>

Disposition Instruction

Cutoff Instruction

Annually

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
11/30/2021	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/13/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/13/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/14/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist