

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2025-0001

Status: APPROVED
Date Approved: 07/28/2025

General Information

Agency or Establishment	Pretrial Services 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. These records are related to the Second Chance Amendment Act of 2022 (Bill #24-63, Act A24-778).
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0562-2025-0001

Item #	Title	Disposition
0001	Correspondence	Temporary

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Records Schedule Items

DAA-0562-2025-0001-0001		STATUS: Active
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?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
DAA-0562-2016-0001-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after response is released to the court or upon completion of the order.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	William Fischer	07/28/2025