

REQUEST FOR RECORDS DISPOSITION AUTHORITY					JOB NUMBER 71-562-02-1		
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408  1. FROM (Agency or establishment) Court Services and Offender Supervision Agency					DATE RECEIVED		
					3-22-2002		
					NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION Community Supervision Services Division					In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
3. MINOR SUBDIVISION							
4. NAME C	OF PERSON	WITH WHOM TO CONFER	5. TELEPHONE	DAT	E ARCHIVIST OF THE UNITED STATES		
Patricia Cox			(202) 585-7315	12	12-19-02 John Ca		al
1 hereb propos the ret 8 of th	sed for dispension per de GAO ma	hat I am authorized to act for the posal on the attached 1 page iods specified; and that written anual for Guidance of Federal	(s) are not now needed for a concurrence from the Ge Agencies,	the bus eneral A	iness of the	is agency or will not	t be needed after
	is no	t required; Lis attache	· ·		ted.		
03/27/02 SIGNATURE OF AGENCY REP		•		TLE Records Manager			
7. Item No.					9. GRS OR SUPERSEDED 10. ACTION TAKEN (NARA USE ONLY)		
1	Supervi	ision Offender Case Files			none	· · · · ·	
2	Word p	rocessing and e-mail files			none		

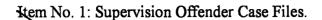
115-109

PREVIOUS ÉDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228



CSOSA Attachment Sheet



These files are maintained for D.C. offenders currently and/or formerly under parole. supervised release, and/or probation supervision. The files may contain the following: presentence information, sentencing information, institutional adjustment (parole only), treatment records, compliance orders, field notes, police reports, judgment and commitment orders, program reports, psychiatric reports, assessments, D.C. Parole Board decisions, U.S. Parole Commission decisions, judicial decisions, and post-release information to include risk assessment, substance abuse testing, referrals, offender reporting forms, progress and behavior reports, correspondence, and other documents pertaining to the offender's supervision. Files are closed when the offender's term of supervision ends. A file is reopened, however, if the offender again comes under supervision for a new offense. Superseded by job / Item number:

Disposition: Temporary; destroy 20 years after close of case MA-0562-2013-0011-0001

Date (MM/DD/YYYY): 2015

Item No. 2: Word processing and e-mail files

Electronic copies of records that are created on electronic mail and word processing systems created solely to produce recordkeeping copies for all items listed under the LEG schedule not covered by the General Records Schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

## Disposition:

• Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk network drives and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

Superseded by job / Item number:

-GPS-2013-6001-6007