

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-562-05-1</i>	
1 FROM (Agency or establishment) <b>D.C. Pretrial Services Agency / CSOSA</b>		Date Received <i>11-23-2004</i>	
2 MAJOR SUB DIVISION <b>Office of Operations</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 OF PERSON WITH WHOM TO CONFER <b>Monica L. James</b>	5 TELEPHONE <b>202-220-5653</b>	DATE <i>6/17/04</i>	ARCHIVIST OF THE UNITED STATES <i>Mr. Wanda</i>
<b>6 AGENCY CERTIFICATION</b> 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 on the attached _____ page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/15/2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Ranovic</i>		TITLE <b>Records Manager</b>
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets		
<b>1</b>	<b>Supervision Defendant Case Files</b>	<b>none</b>	
<b>2</b>	<b>Treatment Defendant Case Files</b>	<b>none</b>	
<i>cc Agency NARA NARA NARA</i>			

Item No. 1: Supervision Case Files

Supervision case files are maintained for defendants charged with criminal offenses in Washington, D.C. The information contained in the file is solely obtained to effectively supervise the defendant while awaiting case disposition. The information contained in the files may consist of: demographic data, criminal history, compliance and non-compliance information, substance abuse test results, treatment assessments, treatment and social service referrals, and other documents pertaining to the defendant's supervision. Files are closed when the case reaches final disposition.

Disposition: Temporary; destroy 5 years after case disposition.

Item No: 2: Treatment Case Files

Treatment files are clinical in nature and are protected under Title 42, Code of Federal Regulations Part 2, the D.C. Code § 7-1201.01 *et seq.* (D.C. Mental Health Information Act), and the D.C. Code § 7-302, 7-1601, 1605 (HIV/AIDS confidentiality), which prohibits any treatment disclosure without written consent. Treatment files are maintained separately from supervision files to protect the defendant's confidentiality and privacy. Treatment files may consist of: substance abuse treatment records, mental health records, HIV/Cancer treatment records, and any other documents pertaining to the defendant's diagnosis and treatment.

Disposition: Temporary; destroy 5 years after case disposition.

**Item 3:** Electronic mail and word processing records

Electronic copies of records created on electronic mail and word processing systems and used solely to create recordkeeping version of **Items (1) and (2)** of this schedule.

Disposition: Temporary; Destroy/delete within 60 days after the recordkeeping copy has been created.