

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <b>NI-562-10-1</b>	
1 From (Agency or establishment) <b>Court Services Offender Supervision Agency (562)</b>		Date Received <b>1/14/10</b>	
2 Major Subdivision <b>Re-entry and Sanction Center</b>		<b>Notification to Agency</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Diagnostic Unit</b>			
4 Name of Person with whom to confer <b>Gail Francois-Lewis</b>	5 Telephone (include area code) <b>202-442-1104</b>	Date <b>5 Jan 11</b>	Archivist of the United States <b>[Signature]</b>
<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 <u>4</u> page(s) are not now needed 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 <input type="checkbox"/> has been requested			
Signature of Agency Representative <b>[Signature]</b>		Title <b>Patricia Capers, Records Officer</b> Date (mm/dd/yyyy) <b>10/26/2009</b>	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	Re-entry and Sanction Center Resident Records (See attached) Files For Offenders on Life Parole Term	None	

**Item No. 1: Re-entry and Sanction Center Resident Files for Offenders on Life Parole Term**

Re-entry and Sanction Center (RSC) Resident Files for Offenders Sentenced to Life Parole Term created by the Office of Community Justice Programs (CJP) as a part of a 28-day residential program for offenders. The offenders under life supervision receive counseling, a complete physical, psychological and behavioral assessment, and may receive a referral to inpatient, residential or daily outpatient substance abuse treatment programs recommended by the Center.

The records contain documents related to education, financial transactions, medical history, criminal and employment history, Mental health and substance abuse treatment information (diagnosis of cancer and HIV/AIDS information) or other diseases and any information that if released would pose a threat to security or safety. The file may include information that impacts the legitimate community corrections interest of the Court Services and Offender Supervision Agency.

**Disposition:** Temporary

**Disposition Instructions:** Cut-off upon the receipt of the offender notice of death.  
Destroy files 5-years after cut-off during the calendar year.