

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0009**
Schedule Status **Approved**

Agency or Establishment **Court Services and Offenders Supervision Agency**
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 **Office of Research and Evaluation**
Schedule Subject **Enterprise Data Warehouse**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0009

Sequence Number	
1	Enterprise Data Warehouse (EDW)
1.1	Master File Disposition Authority Number: DAA-0562-2013-0009-0001

Records Schedule Items

Sequence Number	
1	<p>Enterprise Data Warehouse (EDW) The Enterprise Data Warehouse system (EDW) is a data repository that contains record information on all offenders that are actively supervised by the Court Services and Offenders Supervision Agency (CSOSA), along with documentation of the offender supervision activities of Community Supervision Officers (CSO). The information contained in this system consists of sensitive, but unclassified law enforcement and selected employee data (i.e., name, position ID, team assignment) that are gathered through the replication of certain fields from the Supervision and Management Automated Record Tracking (SMART) and Pretrial Realtime Information Systems Manager (PRISM) databases to the EDW database. This information is maintained in this system for the purpose of monitoring the actions and performance of the CSO staff, and for the development of reports on offender supervision activities.</p>
1.1	<p>Master File Disposition Authority Number DAA-0562-2013-0009-0001</p> <p>EDW contains the following information related to offender supervision: 1. Supervision records, including CSO offender contact data, referrals data, violations and sanctions data, domestic violence treatment data, housing data, employment data and warrants, and re-arrest data; 2. Treatment Records, including treatment referrals, treatment evaluations, treatment placements, and treatment tracking; 3. VOTEE Records, including vocational training, education and employment data; 4. Re-entry and Sanction Center (RSC) records, including data on admission, assessment, medical evaluations, and discharge from RSC; 5. Court-Ordered Community Services, including total number of community service hours ordered by the Court, and community service hours served by the offender by date and place of service; 6. Drug Testing data, including the date of test, type of illegal substances the offender tested for, and the results of the tests. 7. DNA Testing data, including the agency that performed the test and the date the test was completed. 8. Bureau of Prison data, including list of inmates to be released to CSOSA supervision within 60 days, 90 days and 180 days. The data include Inmate numbers, Federal Registration numbers issued by the US Marshal Service (FEDREG), inmate name, date of birth, and DNA test status. The data copied from SMART details offender supervision information. The data copied from PRISM captures all drug testing results for Pretrial Services Agency supervised defendants and CSOSA supervised offenders.</p> <p>Final Disposition Temporary Item Status Active Is this item media neutral? Yes</p>

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Retention Period

Destroy 10 year(s) after the creation of the record.

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
08/29/2013	Certify	Diana Avery	Records Manager	Office of the Director - Office of General Council
06/03/2014	Return for Revision	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
03/10/2015	Submit For Certification	Gregory Smith	Program Specialist	Office of the Director - Office of General Counsel
03/10/2015	Certify	Gregory Smith	Program Specialist	Office of the Director - Office of General Counsel
06/04/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/10/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist