

Request for Records Disposition Authority

Records Schedule Number **DAA-0562-2013-0018**
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 **Pretrial Services Agency**
Minor Subdivision **Office of Forensic Toxicology Services**
Schedule Subject **Controlled Substance Records**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
16	0	16	0

GAO Approval

Outline of Records Schedule Items for DAA-0562-2013-0018

Sequence Number	
1	Gas Chromatography Mass Spectrometry Batch File Disposition Authority Number: DAA-0562-2013-0018-0001
2	Affidavits Disposition Authority Number: DAA-0562-2013-0018-0002
3	Drug Testing Management System specimen test results and level analysis Disposition Authority Number: DAA-0562-2013-0018-0003
4	DTMS Chain of Custody Records Disposition Authority Number: DAA-0562-2013-0018-0004
5	Quality Assurance/Quality Control Reports Disposition Authority Number: DAA-0562-2013-0018-0005
6	Instrument Maintenance Log Disposition Authority Number: DAA-0562-2013-0018-0006
7	Invalidated Specimens Report Disposition Authority Number: DAA-0562-2013-0018-0007
8	Proficiency Surveys Disposition Authority Number: DAA-0562-2013-0018-0008
9	Liquid Chromatography Mass Spectrometry/Mass Spectrometry LC/MS/MS Synthetic Cannabis Files Disposition Authority Number: DAA-0562-2013-0018-0009
10	Historical Drug Test Results Statistics Disposition Authority Number: DAA-0562-2013-0018-0010
11	Oral Fluid Test Results Report Disposition Authority Number: DAA-0562-2013-0018-0011
12	K-2 Dip Stick Files Disposition Authority Number: DAA-0562-2013-0018-0012
13	Validation Studies Data Disposition Authority Number: DAA-0562-2013-0018-0013
14	Certificates of Analysis Disposition Authority Number: DAA-0562-2013-0018-0014
15	Refractometer Verification/Maintenance Disposition Authority Number: DAA-0562-2013-0018-0015
16	Help Desk Request Disposition Authority Number: DAA-0562-2013-0018-0016

Records Schedule Items

Sequence Number	
1	<p>Gas Chromatography Mass Spectrometry Batch File</p> <p>Disposition Authority Number DAA-0562-2013-0018-0001</p> <p>Substance Abuse Confirmation data on defendants/offenders and supporting documentation</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Annually</p> <p>Retention Period Destroy 5 year(s) after last entry</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Affidavits</p> <p>Disposition Authority Number DAA-0562-2013-0018-0002</p> <p>Copies of sworn statements given on defendants and offender test results.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Annually</p> <p>Retention Period Destroy 1 year(s) after cut-off</p>

3	Additional Information	
	GAO Approval	Not Required
	Drug Testing Management System specimen test results and level analysis	
	Disposition Authority Number	DAA-0562-2013-0018-0003
	Drug test results of defendant/offenders submitted as part of their court ordered conditions of release.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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	
	Cutoff Instruction	annually
	Retention Period	Destroy 5 year(s) after cutoff
4	Additional Information	
	GAO Approval	Not Required
	DTMS Chain of Custody Records	
	Disposition Authority Number	DAA-0562-2013-0018-0004
	Processing records of defendants/offenders court ordered to submit urine samples to be tested for illegal substances.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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	

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Cutoff Instruction annually
Retention Period Destroy 5 year(s) after cut-off

Additional Information

GAO Approval Not Required

Quality Assurance/Quality Control Reports

Disposition Authority Number DAA-0562-2013-0018-0005

Reports of machine testing start-up calibrations, reagents and validation. These reports ensure the testing machines are operating proficiently.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Cutoff Instruction annually
Retention Period Destroy 5 year(s) after cutoff

Additional Information

GAO Approval Not Required

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Instrument Maintenance Log

Disposition Authority Number DAA-0562-2013-0018-0006

Daily, Weekly, Monthly, and Preventive maintenance for all machine testing instruments

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

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

Disposition Instruction

Cutoff Instruction **annually**

Retention Period **Destroy 5 year(s) after last inspection**

Additional Information

GAO Approval **Not Required**

Invalidated Specimens Report

Disposition Authority Number **DAA-0562-2013-0018-0007**

Specimens that are rejected due to creatinine value at 5 or less

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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

Cutoff Instruction **monthly**

Retention Period **Destroy 5 year(s) after last entry**

Additional Information

GAO Approval **Not Required**

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Proficiency Surveys

Disposition Authority Number **DAA-0562-2013-0018-0008**

Quarterly proficiency surveys from the American Association of Bioanalysts (AAB) and quarterly survey from the College of American Pathologists (CAP)

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

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electronic format(s) other than e-mail and word processing?

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

Disposition Instruction

Cutoff Instruction **Annually**

Retention Period **Destroy 5 year(s) after last survey**

Additional Information

GAO Approval **Not Required**

Liquid Chromatography Mass Spectrometry/Mass Spectrometry LC/MS/MS Synthetic Cannabis Files

Disposition Authority Number **DAA-0562-2013-0018-0009**

These files consist of defendant/offender test results submitted from the medical examiners office. Samples tested at the medical examiners office are for substances not tested for on-site.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

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

Cutoff Instruction **Annually**

Retention Period **Destroy 5 year(s) after last report**

Additional Information

GAO Approval **Not Required**

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Historical Drug Test Results Statistics

Disposition Authority Number **DAA-0562-2013-0018-0010**

Files consisting of graphs, charts, and reports of drug results and trends.

Final Disposition **Temporary**

	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Annually
	Retention Period	Destroy 50 year(s) after Final Report
	Additional Information	
	GAO Approval	Not Required
11	Oral Fluid Test Results Report	
	Disposition Authority Number	DAA-0562-2013-0018-0011
	Files consisting of test results and chain of custody reports of defendants/offenders court ordered to drug test for illegal substances.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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	
	Cutoff Instruction	Annually
	Retention Period	Destroy 5 year(s) after last report
	Additional Information	
	GAO Approval	Not Required
12	K-2 Dip Stick Files	
	Disposition Authority Number	DAA-0562-2013-0018-0012
	Files consisting of drug test results of defendants/offenders using a dip stick.	
	Final Disposition	Temporary
	Item Status	Active

13	Is this item media neutral?	Yes
	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	
	Cutoff Instruction	Annually
	Retention Period	Destroy 5 year(s) after final result
	Additional Information	
	GAO Approval	Not Required
	Validation Studies Data	
	Disposition Authority Number	DAA-0562-2013-0018-0013
	These files consist of drug test results performed to ensure instrumentation and reagents are performing to specification.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	
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		
Cutoff Instruction	Annually	
Retention Period	Destroy 2 year(s) after last test	
Additional Information		
GAO Approval	Not Required	
14	Certificates of Analysis	
	Disposition Authority Number	DAA-0562-2013-0018-0014
	Documents provided by the vendors as to the composition and quality of their products	

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Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
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 2 year(s) after superceded

Additional Information

GAO Approval Not Required

Refractometer Verification/Maintenance

Disposition Authority Number DAA-0562-2013-0018-0015

Records showing the preventive maintenance and calibration of the refractometers

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
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 2 year(s) after superceded

Additional Information

GAO Approval Not Required

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Help Desk Request

Disposition Authority Number DAA-0562-2013-0018-0016

Work orders of task to be performed, specimen information, and technician assignment

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	monthly
Retention Period	Destroy 1 year(s) after resolution
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
09/30/2013	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
10/24/2014	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/24/2014	Submit For Certification	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
10/24/2014	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
02/10/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/08/2015	Submit For Certification	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
05/08/2015	Certify	Monica James	Records Manager	Pretrial Services Agency - Pretrial Services Agency
08/05/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/05/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

08/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist