

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-562-02-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-22-2002</i>	
1 FROM (Agency or establishment) Court Services and Offender Supervision Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 OF PERSON WITH WHOM TO CONFER Patricia Cox	5 TELEPHONE (202) 585-7315	DATE <i>12-19-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6 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 on the attached <u>1</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; or <input type="checkbox"/> has been requested			
DATE <i>03/27/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roy Ranore</i>	TITLE Records Manager	

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Supervision Offender Case Files	none	
2	Word processing and e-mail files	none	

cc Agency NR number sheet

Item No 1 Supervision Offender Case Files

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.

Disposition Temporary, destroy 20 years after close of case

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