

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-562-10-2</i>	
1 FROM (Agency or establishment) Pretrial Services Agency		Date Received <i>8/13/10</i>	
2 MAJOR SUB DIVISION Office of Operations (Record Group 562)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Court Services, Supervision, Treatment, Drug Testing Unit		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Brian Rybicki	5 TELEPHONE 202-220-5661	DATE <i>8/13/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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>08/03/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Acting Records Manager for PSA</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheets Administrative Log Sheets are maintained in the following subdivisions: Court Services, Supervision, Treatment, Drug Testing and Compliance Unit, and Forensic Toxicology Lab See Attached	None	

SF-115
Record Group 562
Pretrial Services Agency Attachment Sheet
12/17/2010

Item No. 1: Administrative Log Sheets

Administrative log sheets are defendant log sheets, in paper or spreadsheet format, created to document day-to-day activities related to the preparation of reports for court and the supervision and treatment of defendants. Such documents include the following: defendant's scheduled appointments, information on reports that are prepared for court, and information on investigations that are conducted as to why individuals failed to comply with their release conditions.

Disposition: Temporary

Disposition Instructions: After the last entry on the administrative log sheet, destroy within 180 days of creation or input into an automated system.