

# INACTIVE – ALL ITEMS SUPERSEDED

## Request for Records Disposition Authority

Records Schedule Number: DAA-0562-2013-0027  
Schedule Status: Modified Approved Version

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: Operations-Treatment Programs  
Schedule Subject: Substance Abuse Treatment Information System (SATIS)

Internal agency concurrences will be provided: No

Background Information: SATIS was implemented as a tool to conduct automated assessments on individuals who may be abusing drugs and alcohol.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0562-2013-0027**

## Outline of Records Schedule Items for DAA-0562-2013-0027

Sequence Number
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1
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Master File

Disposition Authority Number: DAA-0562-2013-0027-0001

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## Records Schedule Items

Sequence Number	
1	<p><b>Master File</b></p> <p>Disposition Authority Number      DAA-0562-2013-0027-0001</p> <p>SATIS consist of the defendant's last, First, and middle name; date of birth, marital status, employment status, religion, race, ethnic group, home address, emergency contact, substance abuse testing history, mental health history and criminal history.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Inactive</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Electronic data</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>Inactive Status Explanation          This item is inactive because it was superseded by New Disposition Authority Number: DAA-0562-2013-0004-0001</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Annually</p> <p>Retention Period                        Destroy immediately after 1 year</p> <p><b>Additional Information</b></p> <p>GAO Approval                            Not Required</p>

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0562-2013-0027**

## 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
05/07/2014	Submit for Concurrence	Jametta Davis	Appraiser	National Archives and Records Administration - Records Management Services
06/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/02/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/05/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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