

## Request for Records Disposition Authority

Records Schedule Number           DAA-0562-2021-0001

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 for the District of Columbia (PSA)

Minor Subdivision                 Defendant Engagement and Systems Support

Schedule Subject                  Pretrial Automated Records and Information System

Internal agency concurrences will be provided   No

Background Information           The Pretrial Automated Records and Information System (PARIS) is the new case management system that the Pretrial Services Agency for the District of Columbia uses to manage individuals arrested for, charged with, or convicted of federal and District of Columbia misdemeanor and felony offenses and municipal violations and traffic offenses in the District of Columbia. PARIS will replace the current case management system, Pretrial Real-Time Information Management System (PRISM). The records contained in PARIS are used to set bail; to manage substance use and mental health treatment services provided to defendants; to record referrals for social services; to monitor and aid supervision of compliance with release conditions; to send written notification reminding defendants to appear in court when scheduled; and to facilitate defendant compliance with and report violations of release conditions

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0562-2021-0001

Sequence Number	
1	Adult Master File Disposition Authority Number: DAA-0562-2021-0001-0001
2	Adult Supervision File Disposition Authority Number: DAA-0562-2021-0001-0002
3	CMS Diagnostic Lists Disposition Authority Number: DAA-0562-2021-0001-0003
4	E-File Folder Disposition Authority Number: DAA-0562-2021-0001-0004
5	Juvenile Master File Disposition Authority Number: DAA-0562-2021-0001-0005
6	Juvenile Secondary File Disposition Authority Number: DAA-0562-2021-0001-0006
7	Adult Family Matters File Disposition Authority Number: DAA-0562-2021-0001-0007

## Records Schedule Items

Sequence Number	
1	<p><b>Adult Master File</b></p> <p>Disposition Authority Number      <b>DAA-0562-2021-0001-0001</b></p> <p>The master file for adults with criminal and/or civil cases include the defendant's: Name, Police Department Identification Number (PDID), Bail Agency Identification Number (BAID), Date of Birth (DOB), Last Known Address, criminal history, and most recent photo.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>DAA-0562-2013-0026-0001</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 20 year(s) after the most recent case is closed</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Adult Supervision File</b></p> <p>Disposition Authority Number      <b>DAA-0562-2021-0001-0002</b></p> <p>The supervision file for adults with criminal and/or civil cases include all supervision records: drug test results, treatment records, compliance/non-compliance reports, supervision log entries, and arrests interviews..</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in      <b>No</b></p>

3	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	DAA-0562-2013-0026-0001
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 10 year(s) after case closes
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>CMS Diagnostic Lists</b>	
	Disposition Authority Number	DAA-0562-2021-0001-0003
	Diagnostic lists are created to document day-to-day activities related to the preparation of reports for court. Such list include: Citation Investigation List, Citation Court Appearances List, and Lock-up List.	
	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	
GRS or Superseded Authority Citation	N1-562-10-02 / 1	
<b>Disposition Instruction</b>		
Cutoff Instruction	Daily	
Retention Period	Destroy 10 year(s) after after create date	
<b>Additional Information</b>		
GAO Approval	Not Required	
<b>E-File Folder</b>		
Disposition Authority Number	DAA-0562-2021-0001-0004	
The purpose of the E-File folder is to maintain and retain scanned hardcopy documents relating to the supervision of defendants and respondents. These documents include but are not limited to orientation packets, returned mail, release orders, treatment documents, and any documents received relating to the defendant while under PSA supervision.		
Final Disposition	Temporary	

5	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 10 year(s) after case closes
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Juvenile Master File</b>	
	Disposition Authority Number	DAA-0562-2021-0001-0005
	The master file for juvenile respondents in criminal and Family Court matters include: Name, X-Ref Number (Court Identification Number), Bail Agency Identification Number (BAID), Date of Birth (DOB), Demographics, Criminal and/or Family Court History, and most recent photo.	
6	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 20 year(s) after the last arrest final case disposition
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Juvenile Secondary File</b>	
	Disposition Authority Number	DAA-0562-2021-0001-0006
The juvenile secondary file includes supervision remarks and drug test results.		
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	

7	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 10 year(s) after case closes
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Adult Family Matters File</b>	
	Disposition Authority Number	DAA-0562-2021-0001-0007
	The Adult Family Matter file contains comments and drug test results.	
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 10 year(s) after file date
<b>Additional Information</b>		
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
03/26/2021	Certify	Monica Johnson	Records Manager	Directors Office - Records Management
04/02/2021	Return for Revision	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
04/27/2021	Submit For Certification	Monica Johnson	Records Manager	Directors Office - Records Management
04/27/2021	Certify	Monica Johnson	Records Manager	Directors Office - Records Management
09/20/2021	Submit for Concurrence	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1
09/22/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/23/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist