

Request for Records Disposition Authority

Records Schedule Number DAA-0562-2021-0030

Schedule Status Approved

Agency or Establishment Pretrial Services Agency for the District of Columbia

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

Schedule Subject Office of Forensic Toxicology Services Lab Management/Activities Records

Internal agency concurrences will be provided No

Background Information The Pretrial Services Agency for the District of Columbia’s (PSA) in-house laboratory (Lab), operated by the Office of Forensic Toxicology Services (OFTS), conducts drug testing for pretrial defendants under PSA’s supervision, offenders under CSOSA’s supervision (i.e., persons on probation, parole, and supervised release), as well as respondents ordered into testing by the D.C. Superior Court Family Court. The Lab is certified by the U.S. Department of Health and Human Services/CLIA and is staffed by professionals with credentials in forensic toxicology, forensic science, medical technology, chemistry and biology.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0562-2021-0030

Sequence Number	
1	Incident Reports Disposition Authority Number: DAA-0562-2021-0030-0001
2	Litigation Packets Disposition Authority Number: DAA-0562-2021-0030-0002
3	Clinical Laboratory Improvement Amendments (CLIA) Inspections Disposition Authority Number: DAA-0562-2021-0030-0003
4	Validation Studies Disposition Authority Number: DAA-0562-2021-0030-0004

Records Schedule Items

Sequence Number	
1	<p>Incident Reports</p> <p>Disposition Authority Number DAA-0562-2021-0030-0001</p> <p>A report deriving from incidents that occur within the Office of Forensic Toxicology that involve testing equipment or sample errors.</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>Retention Period Destroy 5 year(s) after report completed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Litigation Packets</p> <p>Disposition Authority Number DAA-0562-2021-0030-0002</p> <p>Litigation packets are created as a result of an inquiry or request for information from the court. The information that make up the ligation packet relate to tests results and any supporting information such as medication or tampering.</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>Retention Period Destroy 5 year(s) after litigation has concluded</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

3 **Clinical Laboratory Improvement Amendments (CLIA) Inspections**

Disposition Authority Number **DAA-0562-2021-0030-0003**

The Clinical Laboratory Improvement Amendments (CLIA) regulate laboratory testing and require clinical laboratories to be certified by the Center for Medicare and Medicaid Services (CMS) before they can accept human samples for diagnostic testing. Records consist of copies of requisite surveys submitted to CLIA and certificates of compliance.

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 20 year(s) after Cut-off**

Additional Information

GAO Approval **Not Required**

4 **Validation Studies**

Disposition Authority Number **DAA-0562-2021-0030-0004**

The validation study is performed to ensure instrumentation and methodologies are performing to qualification.

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 **DAA-0562-2013-0018-0013**

Disposition Instruction

Retention Period **Destroy 5 year(s) after test is completed**

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
06/22/2021	Certify	Monica Johnson	Records Manager	Directors Office - Records Management
06/01/2022	Submit for Concur rence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/09/2022	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
06/10/2022	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
06/14/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office