

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2021-0031

Status: APPROVED  
Date Approved: 08/21/2023

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## General Information

Agency or Establishment	Pretrial Services Agency for the District of Columbia
Record/Scheduling Group	0562 - Records of the Court Services and Offender Supervision Agency for the District of Columbia
Records Schedule Applies to	Agency Subdivision
Major Subdivision	Justice and Community Relations
Schedule Subject	Justice and Community Relations Records
Additional Schedule Information	The Office of Justice and Community Relations (OJCR) works toward accomplishing PSA's Management Objective to foster a customer-centric culture that strengthens our ability to meet the needs of our internal and external stakeholders. This is done by establishing and maintaining partnerships and effective communication with our justice system partners, other government and non-profit entities, and the community.
Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0562-2021-0031

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Agency Community Projects	Temporary
0002	Memorandum of Understanding-Agency Level	Permanent
0003	Memorandum of Understanding-Program Level	Temporary

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Records Schedule Items

<b>DAA-0562-2021-0031-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Agency Community Projects	
Item Description	Community Projects/events that PSA participates in, including coordination efforts and participation lists, among other items.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: When project/event ends	
Retention Period	Destroy 3 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0562-2021-0031-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Memorandum of Understanding-Agency Level	
Item Description	A formal written agreement between PSA and another government entity that supports the core mission of PSA and/or another government agency. The memorandum specifically identifies the purpose and coordinating activities of each agency. The MOU signatories are at the Agency Director level.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		

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Final Disposition	Permanent
Cutoff Instructions	Other: Upon agreement expiration date
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives in 5-year blocks when 15 years old.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Presentation formats: 5 MB
Approximate first year of records covered by this authority	2000
Date span of the initial transfer	From: --/--/2000 To: --/--/2005
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0562-2021-0031-0003</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Memorandum of Understanding-Program Level	
Item Description	A formal written agreement between a PSA office/program and an internal or external stakeholder at the program level. The memorandum specifically identifies the purpose and coordinating activities between the program and stakeholders. The MOU signatories are at the program director level.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 3 year(s) after MOU Expires	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	06/22/2021
Approve	Colleen Shogan	08/21/2023