

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0562-2024-0003

Status: APPROVED
Date Approved: 11/12/2024

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-wide
Schedule Subject	Disclosure of Relationship and/or Association with a Supervised Person
Additional Schedule Information	<p>All employees, contractors and interns are required to immediately disclose to the Agency when they become aware that a family member, close personal associate, or associate is a/an:</p> <ul style="list-style-type: none">• Arrestee or PSA-supervised defendant (including those for whom PSA conducts pretrial investigations for citation release or at lock-up and those currently supervised);• Court Services and Offender Supervision Agency (CSOSA)-supervised offender (including those for whom CSOSA conducts pre-sentence investigations and those currently supervised); or• Respondent in a Superior Court Family matter required to submit to drug testing with PSA. <p>PSA employees must not interact in a professional capacity with family members, close personal associates, or individuals with whom they have a personal relationship or association. Employees provide disclosure using a form. After reporting a relationship with a supervisee employee will receive very specific guidance from the Office of Defendant Engagement and System Support. The employee should not access any of the defendant/offender case files. If this is ever violated, depending on the severity of the violation, the individual could be reprimanded in several manners. The individual may receive a warning or something as severe as loss of employment.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

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-0562-2024-0003

Item #	Title	Disposition
0001	Disclosure of a Relationship and/or Association with a Supervised Person Form	Temporary

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Records Schedule Items

DAA-0562-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Disclosure of a Relationship and/or Association with a Supervised Person Form	
Item Description	The purpose of this form is for an employee to acknowledge and notify the agency of a relationship with a defendant/offender under PSA/CSOSA supervision to prevent any conflict of interest. The form collects the employee's name, defendant/offender name, Police Department Identification Number (PDID), and the circumstance by which the individual is known, The form requests as much details as possible, which included the applicable time period.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when employee separates from the agency	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	11/12/2024