

SF 115 (Rev. 11-81)

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-220-02-25</i>	DATE RECEIVED <i>8/15/2002</i>
1. FROM (Agency or establishment) Office of the Corrections Trustee		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Edgar Haynes	5. TELEPHONE 202-514-9254	DATE <i>11-5-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. 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 on the attached two page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>8/13/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Edgar Haynes</i>	TITLE Program Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Office of the Corrections Trustee (See Attached)		
<i>cc Agency, NWMD, NWMWA, NWCT</i>			

Office of the Corrections Trustee

The National Capital Revitalization and Self-Government Improvement Act of 1997, Public Law 105-33, established the position of the Corrections Trustee to serve as an independent Officer of the District of Columbia Government. As established, the Trustee is appointed directly by the Attorney General of the United States, after consultation with leading officials of various branches of the District Government, and may only be removed by the Attorney General. John L. Clark was appointed by Attorney General Janet Reno to serve in this capacity in September, 1997, and was sworn in shortly thereafter.

The Mission of the Office of the Corrections Trustee is: to provide financial oversight to the District of Columbia's Department of Corrections (DOC); to facilitate the closure of the Lorton complex and the transfer of all sentenced felons to Federal custody which was completed on November 19, 2001; and to ensure the District of Columbia maintains a viable correctional system which promotes the safety of staff, inmates and the community. The responsibilities of the Office of the Corrections Trustee are carried out by a small staff who possess extensive experience in the field of corrections. The Office of the Corrections Trustee will terminate on or about September 30, 2002.

1. Organization and Interagency Workgroup Files

Office organizational chart, procedures manual, memoranda of understanding, congressional testimony, Trustee biography, Interagency Detention Workgroup agendas, participant lists, workgroup minutes and related records.

Volume: 1 cubic foot.

Disposition: Permanent. Transfer to the National Archives and Records Administration upon termination of the Office.

2. Trustees Correspondence Files, Appointment Calendars, and Office Publications

Correspondence to and from the Corrections Trustee including letters, memoranda, and printed electronic mail messages that contain substantive information regarding the mission of the Office. Dates: October 1997 - September 2002. Arranged chronologically. Corrections Trustee and Office Staff Appointment Calendar arranged chronologically. One copy each of published staff reports, research reports, and press releases.

Volume: 3 cubic feet.

Disposition: Permanent. Transfer to the National Archives and Records Administration upon termination of the Office.

3. Staff Working Files

Background information, reference materials, publications, memoranda, notes and related records maintained by individuals in individual files.

Disposition: Temporary. Destroy upon termination of the Office.

4. Electronic Mail and Word Processing Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by other items in this schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

Disposition: Temporary. Destroy/Delete when file copy is generated and no longer needed for reference purposes, or upon termination of the Office, whichever is sooner.

5. Financial Records

Accountable Officers Account and financial records covered under the following General Records Schedules.

GRS 2 - Payrolling and Pay Administration Records

GRS 5 - Budget Records

GRS 6 - Accountable Officers Accounts Records

GRS 7 - Expenditure Accounting Records

GRS 9 - Travel and Transportation Records

Volume: 20 cubic feet.

Disposition: Temporary. Retention periods according to established General Records Schedules.