Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
40	Compliance Monitoring Files - The Juvenile Justice Specialist is responsible for monitoring the District's compliance with the Juvenile Justice and Delinquency Prevention Act (JJDPA). Files include, admissions and intake data collected from criminal justice agencies, summary of site visit findings, annual compliance monitoring report, and policies and procedures for carrying out compliance monitoring activities. These files are organized by Fiscal year Media: Electronic (CJCC SharePoint)			
a	Published Permanent. Records close upon publication of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.	Permanent	None	4 Years
b	Unpublished Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.	Appraisal required by DC Archivist		

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
41	CJCC Committee Organization Files Includes records relating to the establishment, organization, membership, and policy CJCC committees. These files are organized by Date, Committee and Organization Restrictions: Media: Electronic CJCC SharePoint → CJCC Committees → Subfolders for each Committee → Organization. Membership list, contact information, charter, etc. will be included in this folder. Permanent: Records close when the chart is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.	Permanent	30 Days	4 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
42	Public Meeting Files - These records document the CJCC Spring and Fall Public Meetings, which serve as opportunities for the general public to dialogue with senior leaders about timely and relevant criminal and juvenile justice issues. Public Meeting Files include description of the event; agenda; information on presenters; slides or other materials used by presenters; meeting summary; evaluations; and photos and video recordings of events. These files are organized by Fiscal Year, Spring and Fall Restrictions: None Me: Electronic (CJCC SharePoint) Permanent: Records are closed after meeting summary and video recording have been posted on the CJCC website; and cut off at the end of the fiscal year. Retain until the end of the current Mayoral administration. Transfer to the DC Archives within 30 days of cut-off.	Permanent	None	None
43	Training and Technical Assistance Events (TTA) - This record documents CJCC training and technical assistance (TTA) events throughout the year to enhance partner agencies' knowledge and awareness of various criminal justice and juvenile justice issues and strategies. TTA event files include description of the event; agendas; information on presenters; slides or other materials used by presenters; event summary; evaluations; and photos and video recordings of events. These records are organized by Event, Date, and Calendar Year. Restrictions: None Media: Electronic (CJCC SharePoint)			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	CJCC employees Temporary: Records close upon conclusion of the training class/program and cut off at the end of the fiscal year following the employee's departure from the agency. Retain participant records for 5 years after cut off and then destroy.	Temporary 5 Years	5 Years	None
b	Government employees Temporary: Records close upon conclusion of the training class/program and cut off at the end of the fiscal year following the training materials being superseded or becoming obsolete. Retain records for 5 years after cut off and then destroy.	Temporary 5 Years	5 Years	None

Statistical Analysis Center (SAC)

The Statistical Analysis Center (SAC) for the District of Columbia was established on April 30, 2001, by Mayor's Order 2001-58 to provide a division dedicated to the collection, analysis, and dissemination of information about the District's criminal and juvenile justice systems. The SAC, a unit of the CJCC, is responsible for independent research and analysis.

The mission of the SAC is to apply the highest level of scientific rigor and objectivity in the study of criminal justice policies, programs and practices, and to identify activities that improve the administration of justice. The SAC aims to produce empirical research and analysis that informs stakeholders and enhances policy decision-making in the District.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
44	Project Subject Files (Information Technology, Statistical Analysis Center, Policy) Program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Director's Office which are to be retained permanently. Organized by subject and fiscal year. Restrictions: None Media: Paper and Electronic (CJCC SharePoint) Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.	Appraisal required by DC Archivist		

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
45	Public Research and Analytical Reports: The SAC conducts research and analysis on a range of criminal justice and juvenile justice topics. The results of the analysis are included in written reports, some of which are made available to the public. Files include the record copy of the publication with supporting papers which document the inception, scope, and purpose of the research project. This record is organized by reports in chronological order based on issue date. Restrictions: None Media: Electronic (CJCC SharePoint)	Permanent	None	4 Years
a	Published Permanent. Records close upon publication of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.	Permanent	30 Days	4 Years
b	Unpublished Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.	Appraisal required by DC Archivist		

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
46	Nonpublic Research and Analytical Reports: The SAC conducts research and analysis on a range of criminal justice and juvenile justice topics. The results of the analysis are included in written reports, some of which are for official use only. Files include the record copy of the publication with supporting papers which document the inception, scope, and purpose of the research project. These files are Organize reports in chronological order based on issue date. Restrictions: For Official Use Only (FOUO) Media: Electronic: (CJCC SharePoint) Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.	Appraisal required by the DC Archivist		

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
47	Committee Project Files: SAC staff lead and facilitate projects, at the request of CJCC Principals and/or Committees, to improve operations, outcomes, and delivery of services for the District's criminal justice and juvenile justice agencies and populations. Committee project files consist of all records related to a specific project from inception to completion. This includes project plans, correspondence, memoranda, background materials, and are organized by Committee Restrictions: PII Media: Electronic (CJCC SharePoint) Appraisal: Records close upon conclusion of the project and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.	Appraisal required by DC Archivist		
48	CJCC Committee Meeting Files Includes records created by and for committees, such as the agenda, minutes, documentation of committee activities, documents provided to committee members. These files are organized chronologically by date of meeting. Restriction: None Media: Electronic (CJCC SharePoint) Permanent: Records are closed after meeting summary and video recording have been posted on the CJCC website; and cut off at the end of the fiscal year. Retain until the end of the current Mayoral administration. Transfer to the DC Archives within 30 days of cut-off.	Permanent	None	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
49	CJCC Committee Organization Files Includes records relating to the establishment, organization, membership, and policy CJCC committees. These files are organized by Date, Committee and Organization Restrictions: None Media: Electronic CJCC SharePoint → CJCC Committees → Subfolders for each Committee → Organization. Membership list, contact information, charter, etc. will be included in this folder. Permanent: Records close when the chart is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.	Permanent	30 days	4 Years

Information Technology

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
50	Project Subject Files (Information Technology, Statistical Analysis Center, Policy) Program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Director's Office which are to be retained permanently. Organized by subject and fiscal year. Restrictions: None Media: Paper and Electronic (CJCC SharePoint) Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.	Appraisal required by DC Archivist		
51	IT Staff Meeting Files These files include agendas and notes from internal IT staff meetings. Records are organized by date. Restrictions: None Media: Electronic (CJCC Shared Drive) Temporary: Records close upon acceptance of meeting notes, and cut off at the end of the fiscal year. Retain on site for 2 years after cutoff and then destroy.	Temporary	2 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
52	CJCC Committee Meeting Files Includes records created by and for committees, such as the agenda, minutes, documentation of committee activities, documents provided to committee members. These files are organized chronologically by date of meeting. Restriction: None Media: Electronic (CJCC SharePoint) Permanent: Records close upon acceptance of the minutes and cut off at the end of the fiscal year. Retain until the end of the current Mayoral administration. Transfer to the DC Archives within 30 days of cut-off.	Permanent	None	None
53	System Development Files - General These files relate to the development of the JUSTIS (Integrated Justice Information System) system from its initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Types of records include System Specifications, Risk Assessment, User Guides, Training Guides. Records are organized by topic and date Restriction: None Media: Electronic (CJCC Shared Drive) Temporary: Records close when materials are superseded or become obsolete, or the related system is replaced. Records cutoff at the end of the fiscal year. Destroy record when it becomes of no reference value.	Temporary Until no longer of reference value	Until no longer of reference value	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
54	Agreements – This record documents agreements between CJCC and partner agencies with respect to use of and access to JUSTIS (Integrated Justice Information System). Includes JUSTIS Memorandum of Agreement (MOA); JUSTIS Interconnection Security Agreement (ISA); JUSTIS Virtual Private Network (VPN) Memorandum of Understanding (MOU). These records are organized by Agency. Restrictions: None Media: Electronic (CJCC Shared Drive)	Temporary 5 Years	5 Years	None
a	Under $100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Years	None
b	$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cut off and then destroy.	Temporary 6 Years	6 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
55	Technical and Administrative Help Desk Records These records document help desk services that are provided to JUSTIS (Integrated Justice Information System) users who have technical and administrative questions. Examples of files includes requests and responses; tickets and tracking logs; client/customer feedback and satisfaction surveys. These records are organized by date, time Restrictions: None Media: Electronic (CJCC Shared Drive) Temporary: Records close and cut-off at the end of the fiscal year. Retain records for 3 months after cut-off, and then delete.	Temporary 3 Months	3 Months	None
56	System Access Records - These files are created as part of the user identification and authorization process to gain access to JUSTIS. Records are used to determine appropriate use and monitor inappropriate system access by users. Examples of files include forms to request access to information portal and system-to-system exchange; user profiles; log-in files; password files; audit files; and system usage files. Restrictions: None Media: Electronic (CJCC Shared Drive) Temporary: Close records after log-in or password is altered, or user account is terminated. Cut closed files at the end of the fiscal year. Retain on site for 5 years, then destroy. Longer retention is authorized if required for business use and approved by the archivist.	Temporary 5 Years	5 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
57	Data Administration Records: Data administration includes records related to data standards and records that explain the meaning, purpose, logical relationships, and use and origin of data in JUSTIS. Examples of files include data dictionaries, data system specifications, code books, user guides, record layouts, schemas, etc. This record is organized by data set Restrictions: None Media: Electronic (CJCC Shared Drive) Temporary: Records close upon discontinued use of the system and cut-off at the end of the fiscal year. Retain records until the authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.	Temporary Until authorized to delete	Until authorized to delete	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
69	JUSTIS Project Files: The CJCC maintains the District's Integrated Justice Information System called JUSTIS, which facilitates automated information sharing among criminal justice agencies in the District and surrounding jurisdictions. IT staff often engage in projects to enhance automated information sharing through JUSTIS. Project files include all records relating to a specific JUSTIS project. Included are project plans and timelines, description of agency roles and responsibilities, notes from project planning meetings, correspondence, etc. Restrictions: Limited to Agency Media: Electronic (CJCC Shared Drive) Records close upon discontinued use of the system and cut-off at the end of the fiscal year. Retain records until the authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.	Temporary Until authorized to delete	Until authorized to delete	None

Administrative Records The records covered in this section relate to routine internal administrative and housekeeping activities are generally facilitative or informational. *They are not basic program records and are not part of official program files.* They are often extra copies of documents whose record copies must be scheduled by submitting a request for records disposition authority.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
70	Asset Inventory (Facilities Manager) Inventory of physical assets (non-transitory) held by the agency, including furniture, technology equipment, or other physical assets. Inventories are organized by Control ID and Asset Name, and record both location and the last inventory date. Restrictions: None Media: Paper Temporary: Records close and cut off when superseded. Retain records for 2 years after cut off, and then destroy.	Temporary 2 Years	2 Years	None
71	Records Disposition Files (Records Manager) Basic documentation of records description and disposition programs, including but not limited to: • Retention Schedules • SF135-Records Transmittal and Receipt • Requests for Records Disposition Authority • Notice of intent to destroy • Confirmation of Destruction of Records Records are organized by date. Restrictions: None Media: Paper/Electronic (Agency Secure Network) Permanent: Records close and cut off at the end of the fiscal year. Retain in agency permanently.	Permanent	Permanent	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
72	Working Papers Project background records, analyses, notes, drafts, and interim reports Restrictions: None Media: Paper and Electronic (Agency Secure Network)			
a	With Final Action Appraisal: Records close upon final action and cut off at the end of the fiscal year. Records are transferred within 30 days of cut off to the Record Center for Appraisal	Appraisal required by DC Archivist		
b	With no Final Action Temporary: Records close if no action is taken in three years from final report and cut off at the end of the fiscal year. Destroy upon cut off, or when the record is no longer needed for administrative or reference purposes.	Temporary 3 Years	3 Years	None
73	Administrative Files Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.	Temporary Cutoff at end of Fiscal Year	None	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
74	Schedules of Daily Activities (Non-Senior Officials) Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of D.C. employees. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at the end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.	Temporary Destroy when no longer needed	Until no longer needed	None
74	Mailing and Invitation Lists: This record identifies individuals and organizations that are to receive copies of newsletters, reports, invitations to events, and other issuances. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off upon conclusion of the event, meeting, conference, etc. Destroy records when no longer needed for administrative or reference purposes.	Temporary Destroy when obsolete or superseded	Until no longer needed	None
75	Suspense Files (Files noting actions to be taken) Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply should be traced on a given date. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off upon completion of review or action. Destroy records when no longer needed for administrative or reference purposes.	Temporary Destroy after action is taken	Until no longer needed	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
76	Transitory Files Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples: • Letters of Transmittal • Quasi-Official notices • Memos and other papers that do not serve as basis for official action • Holiday notices • Charity notices • Bond Campaigns Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close upon completion of review or action and cut off at end of the quarter. Retain record for 3 months after cut off and then destroy when no longer needed for administrative, audit or reference purposes.	Temporary Destroy when 3 months old or when no longer needed, whichever is sooner	3 Months	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
77	Contract Administration-Agency Copies (Agency Procurement Staff) Files containing documentation pertaining to the acquisition of physical goods, services, products, and personal property. Procurement files consists of contracts, requisitions, purchase orders work orders, invoices. Records are organized by fiscal year. Restrictions: None Media: Paper/Electronic (CJCC SharePoint)			
a	Under $100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Years	None
b	$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cut off and then destroy.	Temporary 6 Years	6 Years	None

Non-Records

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand
Reference or Convenience Copies of official documents (i.e.: copies of Mayor's orders, or correspondence)
Working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations
Library or other reference materials or records maintained solely for convenience or reference
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.