Office of Information Systems (OIS)

This office oversees the agency's IT-needs, providing support

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
44	Application Support (IT) This record documents the versions and upgrades maintained by the agency. Restrictions: Restricted to Information Technology Media: Electronic (Stored on application server) Temporary: Delete when no longer needed for administrative, legal, audit or other operational purposes.	Until no longer needed for administrative, legal, audit or other operational purposes.	Until no longer needed for administrative, legal, audit or other operational purposes.	None
45	Technology Continuity of Operations Plan (IT) This record documents the plan to provide and/or restore DCRA systems in the event of a major disruption to service. The record includes but is not limited to identification of essential personnel, list of employees on standby to report should it be required. Restrictions: None Media: Paper/Electronic (Shared Drive) Temporary: Records close when superseded or obsolete, and cut off at the end of the fiscal year. Retain records for 3 years after cut off and then destroy.	Temporary 3 Years	3 Years	None

DCRA Office of Risk Management

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
46	Emergency Response Plan (Risk Management) This record documents the plan that ensures the agency achieves a state of constant readiness and is prepared to respond to potential emergencies. The file consists of evacuation plans, priorities, and collective methodologies that must be deployed to address an array of emergency scenarios. Records are organized by year. Restrictions: None Media: Paper Temporary: Records close when superseded or obsolete, and cut off at the end of the fiscal year. Retain records for 3 years after cut off and then destroy.	Temporary 3 Years	3 Years	None
47	Incident Reports (Risk Management) This record documents minor incidents involving the DCRA staff that occur during the workday. Examples of such incidents are slip and falls, fights, and any non-vehicular accident. Records may include but are not limited to identification of parties involved, identification of witnesses, date and time of incident, description of the incident, and referrals to the appropriate supervisor. Records are organized by date. Restrictions: None Media: Paper Temporary: Records close upon transfer to appropriate supervisor (s) and cut off at the end of the fiscal year. Retain record for 3 years after cut off and then destroy.	Temporary 3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
48	Service Integrity Files (Service Integrity Department) This record documents internal investigations conducted between 2008 and 2015. The Service Integrity Department is currently dissolved. The records may include but are not limited to case initiations, case summaries, official reports of investigation, investigator case notes, and recommendations. Records are organized by Fiscal year and then by date. Restrictions: PII Media: Paper Temporary: Records close upon publication of final report or resolutions of associated action plans; whichever is later and cut off at the end of the fiscal year. Retain records for 5 years after cut off and then destroy.	5 Years	5 Years	None
49	Annual Building Inspection Reports (Requested by agency or personnel) This record contains Office of Risk Management investigations of District owned and rented properties for OSHA hazards (trip, slip, fall areas, fire and building code regulations). Deficiencies are referred to agencies and the Department of General Services for corrective action. Restrictions: None Media: Paper Temporary: Records close when superseded or obsolete and cut off at the end of the fiscal year. Retain records for 3 years after cut off and then destroy.	3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
50	Reasonable Accommodation Request – This record documents employee initial requests for reasonable accommodations, ADA questionnaire completed by employees' medical doctor, ergonomic assessments, and recommendations on how to best accommodate employees' disabilities. Restrictions: PHI/PII Media: Paper Temporary: Records close when superseded or obsolete and cut off at the end of the fiscal year. Retain records for 3 years after cut off and then destroy.	3 Years	3 Years	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
51	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
52	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
53	Working Papers Project background records, analyses, notes, drafts, and interim			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	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
54	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
55	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	Temporary Destroy when no longer needed	Until no longer needed	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	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.			
56	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
57	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
58	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	Temporary Destroy when 3 months old or when no longer needed,	3 Months	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	• 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.	whichever is sooner		
59	Contract Administration-Agency Copies (Agency Procurement Staff) Files containing documentation pertaining to the acquisition 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 (Secure agency network)			
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.