

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-118-91-2

DATE RECEIVED

12-24-90

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

United States Marshals Service

2. MAJOR SUBDIVISION

Office of Inspections

3. MINOR SUBDIVISION

Policy Review Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

~~John M. Gries~~ *Robert Goewey*

9569
202-307-~~9485~~

2/5/92

[Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>12/21/90</i>	<i>Mary G. Facey for John Gries</i>	<i>Chief, Policy Review Division</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Warrants.</u></p> <p><u>Criminal Warrants</u></p> <p>Escape and Bond Default Warrants Records consists of but not limited to Form USM 312-Personal History of Defendant, Finger Print Card, Identification Photographs, Bond documents, Judgment and Commitment documents, investigative notes, Form USM-129 Prisoner, Custody, Detention and Disposition Record, etc.</p> <p>a. <u>Open file</u>, arranged alphabetically.</p> <p>b. <u>Closed files</u> are retained for one year after file is closed, transferred to FRC, destroyed after 55 years.</p> <p>Close file when warrant is executed.</p> <p>Estimated Volume. Varies in each of 95 USMS Districts depending on size. Est. 1st year 300 cu/ft. 100 cu/ft. after 1st year.</p>		