

**REQUEST FOR RECORDS DISPOSITION AUTHORITY:**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

United States Marshals Service

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Suzanne Ripley

5. TEL. EXT.

(IDS 187)  
2780/2819

LEAVE BLANK

JOB NO.

NC1-118-76-2

DATE RECEIVED

FEB 11 1976

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-18-76  
Date

*James B. Rhoads*  
Archivist of the United States

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
2/11/76	<i>David G. Galt</i>	for Chief, Facilities Management Section,		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Records as described by Attachment, Section 475.01 thru 475.05, United States Marshals Manual, inclusive; records as described held by 88 Marshals in Continental U.S., and 1 Marshal in each of the following states or territories - Alaska, Canal Zone, Guam, Hawaii, Puerto Rico, and the Virgin Islands.			

*Copies to All FRO's 2-24-76*

*23 items*

Section 475 Disposal of Records

Records which are not needed in the transaction of current business, but which, in the opinion of the marshal, are of permanent value or historical interest, and, therefore, should not be destroyed should be described in a letter to the Office of the Director as to the type of material, inclusive dates, and quantity in linear feet, accompanied by a recommendation as to whether the records should be retained in the office of the marshal or transmitted to the Department in order that they may be sent to the National Archives for reconditioning and accession.

Outlined below is a disposal schedule which covers records of the offices of the marshals which have been authorized for destruction ~~by Congress~~ after they have been in existence for the period of time indicated. Records similar to those covered in the disposal schedule should be destroyed when they have reached the designated period of time shown, but records needed for reference purposes should be destroyed only when they have no further reference value.

Non-record material needs no authorization for disposal. This includes material maintained for convenience of reference, stocks of printed material, extra copies, briefs, daybooks, etc.

Records may be disposed of by:

(a) Burning, in the presence of a representative of the marshal's office, of all confidential records, or other records which, in the opinion of the officer having jurisdiction over the records, require destruction to avoid disclosure of information that might be prejudicial to the interests of the Government. All Federal Bureau of Investigation reports or other investigative reports must be considered confidential.

(b) Sale as waste paper after maceration or treatment to destroy the record contents, in the presence of a representative of the marshal's office, of all records not included in Item (a) above.

Upon destruction of any records, a report should be forwarded to the Director, United States Marshals Service stating the type of records, the number of cubic feet, the date of disposal and the method by which the records were disposed of. Authority to destroy records, other than those similar to records in the disposal schedule, must be obtained from the Office of the Director, United States Marshals Service.

Records at the St. Louis Federal Records Center, authorized for disposal by General Records Schedules Numbers 1 and 2, will be destroyed in accordance with these schedules without further agency clearance. No other records will be disposed of by any Federal Records Center except with the concurrence of the marshal concerned. Approval will be requested for each disposal action by use of GSA Form 439, Report of Disposition of Records, or its authorized equivalent, unless prior written concurrence has been given by the marshal concerned.

Disposal Schedule.--When records reflect more than one entry, the time of retention is to be computed from the date of the last entry:

Item No.	<u>Type of Records</u>	<u>Retention Period</u>
1.	Process Records, including case record cards and registers of process, and related indexes by name or case number. (Includes USM-285 and USM-286, D.C.-8, USM-300, USM-301, USM-302, USM-121, etc.)	5 yrs. transfer to FRC when 3 years old.
2.	Individual Pay Card, SF-1127	Transfer to FRC, St. Louis, Missouri, 1 year after audit of pay- roll records for the corresponding year.
3.	Justice and special deposit accounts financial records including:  Statement of Accountability, SF-1219 Statement of Transactions, USM-304, SF-1220 Monthly Analysis of Disbursements, USM-250, USM-111 Vouchers and schedules, including chiefly schedules of collection, disbursement and transfer.	Dispose after 3 years.

<u>Item No.</u>	<u>Type of Records</u>	<u>Retention Period</u>
	Certificates of Deposit, SF-209 balance statements and proof of depository balances. Receipts, such as USM-303 All other financial records and reports, which either support or are copies of documents forwarded to other Department of Justice components or to GAO. Authorizations to incur expenses, such as DJ-25	
4.	General Accounting Office exceptions, suspensions, disallowances, and explanations	Dispose 1 year after exception is cleared by GAO
5.	Records on sales and storage of seized goods (Such as USM-101 and USM-102)	Dispose after 3 years.
6.	General Files of administrative correspondence, not including policy or precedent files, and not including records antedating 1912	Dispose after 3 years
7.	Quarterly statistical reports, such as USM-6	Dispose after 3 years
8.	Daily Log, Daily Activity Report and similar reports of individuals' work activities, such as USM-110, USM-36, USM-309	Dispose after 10 years. Transfer to FRC after 3 yrs.
9.	Requisition for supplies	Dispose after 6 months
10.	Certificates of attendance of witnesses and jurors	Dispose after 3 years
11.	Court Orders	Dispose after 3 years

<u>Item No.</u>	<u>Type of Records</u>	<u>Retention Period</u>
12.	Jury Lists	Dispose after 1 year
13.	Court calendars	Dispose after 1 year
14.	Record of prisoners in non-Federal institutions (Form 41-C or the equivalent)	Dispose after 3 years
15.	Notices of commitment or temporary detention of prisoners (Forms No. 102 and USM-104 or the equivalent)	Dispose after 3 years
16.	Notices of prisoners' release (Form No. 103 or the equivalent).	Dispose after 3 years
17.	Commissioners' or Magistrates' reports of proceedings (Form DJ-105 or the equivalent)	Dispose after 3 years
18.	Annual statements of cost of maintenance of Federal prisoners	Dispose after 3 years
19.	Expired contracts with local jails for keeping Federal prisoners	Dispose after 3 years
20.	Form DJ-100 or its equivalent - Prisoner Custody, Detention and Disposition Record (Marshals' copies)	Dispose after 3 years
21.	Time and Attendance Reports, SF-1130:	
	(a) Final card showing accumulated leave on separation, not including SF-1130 for marshals.	Transfer to FRC, St. Louis, Mo.; after 3 yrs. Dispose after 10 yrs.
	(b) All SF-1130's for marshals, upon separation	Forward to Director, U.S. Marshals Service with SF-1150 and SF-52

Item  
No.

Type of Records

Retention  
Period

(c) SF-1130's, other than final card,  
covering all employees of the  
marshals office, other than the  
marshal

Dispose 3 years  
after audit of  
related pay  
records