

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-118-79-2
DATE RECEIVED	2-7-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-5-79 <i>Date</i>	<i>James B. Rhoads</i> <i>Archivist of the United States</i>

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
Plans and Programs Division (NAMM)

4. NAME OF PERSON WITH WHOM TO CONFER
John Grieg, Chief, Management Review and Analysis Branch

5. TEL EXT
285-1192

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 1 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 <u>2/1/79</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Christine Johnson</i>	E. TITLE Management Analyst/Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Source documents for the United States Marshals Service Monthly Activity Report. These records consist of Form USM-6, USMS Statistical Report, USM-7, Monthly Activity Report, and USM-7A, Monthly Activity Report (Part Time Employees Only). Annual accumulation est. 36 C.F. TRANSFER TO FARC QUARTERLY. DESTROY AFTER FOUR YEARS . WHEN THREE YEARS OLD.*		
*	Change in disposal instructions authorized by Christine Johnson & John Grieg of USMS per telecoms of Feb. 28/79. <i>[Signature]</i>		

115-107 *Copy to agency, new, NNR 3/12/79 plh*