

## Request for Records Disposition Authority

Records Schedule Number      DAA-0527-2013-0003  
Schedule Status                Approved  
  
Agency or Establishment        Marshals Service  
Record Group / Scheduling Group   Records of the United States Marshals Service  
Records Schedule applies to    Major Subdivision  
Major Subdivision                Tactical Operations Division  
Schedule Subject                Special Deputy United States Marshals Files  
Internal agency concurrences will be provided      Yes

Background Information        The Director of the United States Marshals Service may approve requests from other federal, state, and local law enforcement agencies to allow their law enforcement officers to serve as Special Deputy United States Marshals, which permits them to enforce federal laws outside their normal authority. A Special Deputy United States Marshal may serve in that capacity for up to three years.

The United States Marshals Service handles judicial security, apprehends federal fugitives, manages asset seizure and forfeiture, houses and transports federal prisoners, and operates the federal Witness Security Program.

ACCESS RESTRICTION: FOIA Exemptions 6 (personal privacy) and 7 (law enforcement records)

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0527-2013-0003

Sequence Number
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1
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Files on Special Deputy United States Marshals Disposition Authority Number DAA-0527-2013-0003-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>Files on Special Deputy United States Marshals</b></p> <p>Disposition Authority Number      <b>DAA-0527-2013-0003-0001</b></p> <p>Each Special Deputy United States Marshal's file should contain 1 Form USM-3A, Application for Special Deputation, or USM-3C, Application for Group Special Deputation, 2 USM-3B, Special Deputation Oath of Office, 3 Employee authorization letter, 4 Correspondence and/or supporting documentation, 5 Training and/or firearms certifications (if applicable), 6 Deputy Attorney General approval (if applicable), 7 Background Investigation details (if applicable)</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                          <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-527-97-1 Item 1</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after expiration of Special Deputy United States Marshal status</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
12/28/2012	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
03/27/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/09/2013	Submit For Certification	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
05/09/2013	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
12/20/2013	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist