

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0004**
Schedule Status **Modified Approved Version**

Agency or Establishment **Marshals Service**
Record Group / Scheduling Group **Records of the United States Marshals Service**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Justice Prisoner and Alien Transportation Systems (JPATS)**
Schedule Subject **Prisoner Movements**
Internal agency concurrences will be provided **Yes**

Background Information **JPATS Prisoner Movement files include Request for Move forms and manifest files.**

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 2 | 0 | 2 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0004

| Sequence Number | |
|-----------------|---|
| 1 | USM Form 106, Request for Move Disposition Authority Number: DAA-0527-2013-0004-0001 |
| 2 | Manifest Files Disposition Authority Number: DAA-0527-2013-0004-0002 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>USM Form 106, Request for Move</p> <p>Disposition Authority Number DAA-0527-2013-0004-0001</p> <p>Used to generate a movement.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-527-97-003 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually. Destroy when two years old.</p> <p>Retention Period Destroy 2 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>Manifest Files</p> <p>Disposition Authority Number DAA-0527-2013-0004-0002</p> <p>Records documenting each separate trip by a single individual or many.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> |

| | |
|--------------------------------------|---|
| GRS or Superseded Authority Citation | N1-527-97-003 / 2 |
| Disposition Instruction | |
| Cutoff Instruction | Cut off annually. Destroy when two years old. |
| Retention Period | Destroy 2 year(s) after cut off |
| Additional Information | |
| GAO Approval | Not Required |

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 Cheif | Management Support Division - Office of Policy and Records Management |
| 02/06/2013 | Return for Revision | Dave Miller | Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 05/15/2013 | Submit For Certification | Heidi Schroeder | Technical Writer | Management Support Division - Office of Policy and Records Management |
| 05/20/2013 | Certify | Sharilyn Connally | Assistant Chief | Management Support Division - Office of Policy and Records Management |
| 07/08/2014 | Submit for Concurrence | John Hulmston | Senior Records Analyst | National Archives and Records Administration - Records Management Services |
| 07/10/2014 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 07/10/2014 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 07/17/2014 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |