

Request for Records Disposition Authority

Records Schedule Number DAA-0527-2013-0005
Schedule Status Returned Without Action
Agency or Establishment Marshals Service
Record Group / Scheduling Group Records of the United States Marshals Service
Records Schedule applies to Major Subdivision
Major Subdivision Investigative Operations Division
Schedule Subject Felony Investigative Files
Internal agency concurrences will be provided Yes

Background Information The United States Marshals Service (USMS) is the nation's oldest and most versatile federal law enforcement agency and was established under the Judiciary Act of 1789. The various missions of the USMS include the protection of the federal judiciary and all other participants in the federal judicial process, the execution of federal arrest warrants, the service of civil and criminal process, the transportation and production of prisoners for court, the administration of the seized assets program, and any other duties as ordered by the Attorney General as codified by 28 U.S.C. § 566 and 28 C.F.R. § 0.111. The USMS has 94 districts spanning the continent and beyond, with tens of thousands of federal judges, prosecutors, jurors, witnesses, and defendants involved in the judicial process. The records disposition instructions are media neutral, unless otherwise stated.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	6

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0005

Sequence Number	
1	Felony Investigative Files Disposition Authority Number DAA-0527-2013-0005-0001
2	Misdemeanor Case Files Disposition Authority Number DAA-0527-2013-0005-0002
3	Traffic Cases Disposition Authority Number DAA-0527-2013-0005-0003
4	Case Files Disposition Authority Number DAA-0527-2013-0005-0004
5	Electronic Mail and Word Processing System Copies
5 1	Copies that have no further administrative value after the recordkeeping copy is made Disposition Authority Number DAA-0527-2013-0005-0005
5 2	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy Disposition Authority Number DAA-0527-2013-0005-0006

Records Schedule Items

Sequence Number	
1	<p>Felony Investigative Files</p> <p>Disposition Authority Number DAA-0527-2013-0005-0001</p> <p>These files consist of but are not limited to warrants or arrest, Personal History Statement of Defendant, Bond Judgements, Judgement and Commitment document investigative notes, reports of investigation, judicial documents, grand jury material, investigative material, etc a Open File Arranged alphabetically, Closed File Paper Records Case files are retained for one year after file is closed, and transferred to a records center Paper files are destroyed after 25 years b Or if desired the electronic procedure may be followed Electronic Records Closed case files are scanned onto a file server while active and when they become inactive transferred to CDs and once verified the paper records may be destroyed The CDs or their successor media are destroyed after 25 years</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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 N1-527-00-3</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Retain files one year after file is closed, and then transferred to NARA or archived on-site Files are destroyed after 25 years from closing date</p> <p>Retention Period Destroy 25 year(s) after closed date</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Misdemeanor Case Files</p> <p>Disposition Authority Number DAA-0527-2013-0005-0002</p> <p>These files may consist of but are not limited to warrants for arrest, Personal History Statement of Defendant, Bond Judgements, judgement and Commitment</p>

document investigative notes, reports of investigation, judicial documents, grand jury material, investigative material, etc Electronic Records Closed cases will be scanned onto CD Roms and once information is verified the paper records may be destroyed The CDs will be destroyed in after 5 years

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-527-00-3

Disposition Instruction

Cutoff Instruction Upon closure of the case the record will be closed and retained for 5 years and destroyed

Retention Period Destroy 5 year(s) after closed

Additional Information

GAO Approval Not Required

Traffic Cases

Disposition Authority Number DAA-0527-2013-0005-0003

May consist of warrants for arrest, notice before arrest, reports of investigation, and investigative material

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-527-00-3

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Disposition Instruction

Cutoff Instruction Upon closure of the case the records will be closed and retained for 2 years and destroyed. The original documents are returned to the courts, and the remaining documentation is for convenience only. Electronic Records: Closed cases will be scanned onto CD Roms and once information is verified, the paper records may be destroyed. The CDs will be destroyed after 2 years.

Retention Period Destroy 2 year(s) after closed

Additional Information

GAO Approval Not Required

Case Files

Disposition Authority Number DAA-0527-2013-0005-0004

Case files selected as significant by the Deputy Director because the issue had an impact on a statute, rule, regulation, or law enforcement policy, e.g., set a precedent, or received local, regional, or national media attention, or the interest of a Congressional committee, or the Executive Office of the President, or widespread public interest.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-527-00-3

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply all types of media format

Cutoff Instruction Permanent Transfer the paper file separately from other case files to the Records Center one year after case is closed. Offer to NARA 25 years after the case is closed.

Transfer to the National Archives for Accessioning

Permanent Transfer the paper file separately from other case files to the Records Center one year after case is closed Offer to NARA 25 years after the case is closed

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
Unknown

How frequently will your agency transfer these records to the National Archives?

Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

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Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

5 1

Copies that have no further administrative value after the recordkeeping copy is made

Disposition Authority Number DAA-0527-2013-0005-0005

Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

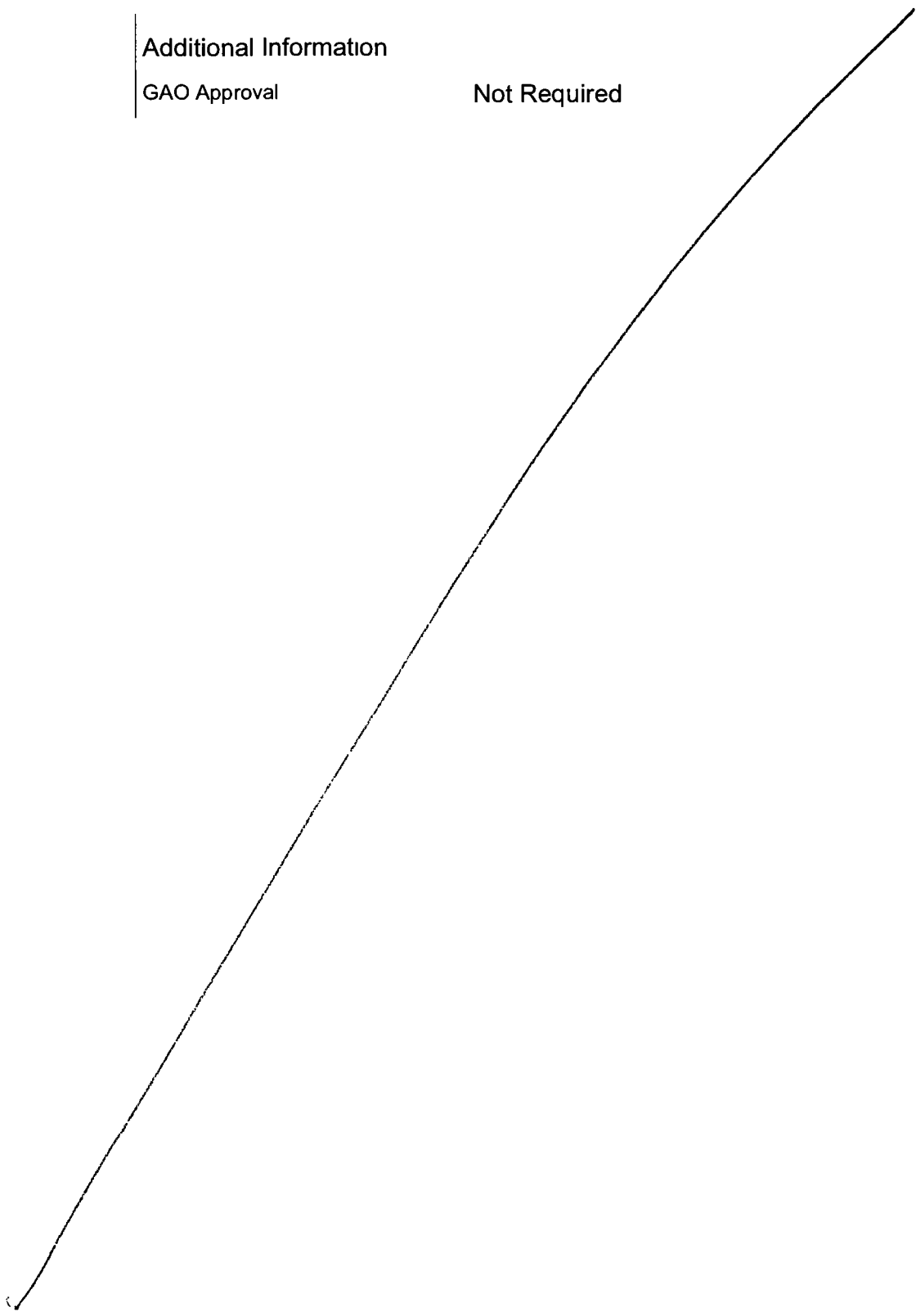
5 2

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-527-00-3
Disposition Instruction	
Cutoff Instruction	Destroy/delete within 180 days after the recordkeeping copy has been produced
Retention Period	Destroy/delete within 180 days after the recordkeeping copy has been produced
Additional Information	
GAO Approval	Not Required
Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy	
Disposition Authority Number	DAA-0527-2013-0005-0006
Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy	
Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-527-00-3
Disposition Instruction	
Cutoff Instruction	destroy/delete when dissemination, revision, or updating is completed
Retention Period	Destroy immediately after dissemination, revision, or updating is completed

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 Without Action	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services