

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0527-2013-0006**  
 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                **Prisoner Operations Division**  
 Schedule Subject                 **Prisoner Services**  
 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	13

**GAO Approval**

## Outline of Records Schedule Items for DAA-0527-2013-0006

Sequence Number	
1	Records of Prisoners in Federal Custody
1 1	Prisoner Files Disposition Authority Number DAA-0527-2013-0006-0001
1 2	Records of Prisoners in Federal Custody tracking database Disposition Authority Number DAA-0527-2013-0006-0002
1 3	Prisoner Tracking Input Disposition Authority Number DAA-0527-2013-0006-0003
1 4	Prisoner Tracking Output (Districts) Disposition Authority Number DAA-0527-2013-0006-0004
1 5	Prisoner Tracking Output (Headquarters) Disposition Authority Number DAA-0527-2013-0006-0005
1 6	Prisoner Remand or Order to Deliver and Receipt for United States Prisoners da tabase Disposition Authority Number DAA-0527-2013-0006-0006
1 7	Prisoner Remand or Order to Deliver and Receipt for United States Prisoners for m (USM-41 or equivalent) Disposition Authority Number DAA-0527-2013-0006-0007
1 8	Output (Prisoner Remand or Order to Deliver and Receipt for United States Priso ners database) Disposition Authority Number DAA-0527-2013-0006-0008
1 9	Jail Inspection Records (Districts Inspection Reports) Disposition Authority Number DAA-0527-2013-0006-0009
1 10	Jail Inspection Records (Headquarters Review Copies) Disposition Authority Number DAA-0527-2013-0006-0010
1 11	Prisoner Death Investigation District Investigative Report Disposition Authority Number DAA-0527-2013-0006-0011
1 12	Prisoner Death Investigations (Headquarters Review Copy) Disposition Authority Number DAA-0527-2013-0006-0012
1 13	Electronic Mail and Word Processing System Copies Disposition Authority Number DAA-0527-2013-0006-0013

## Records Schedule Items

Sequence Number	
1	<p>Records of Prisoners in Federal Custody Records of Prisoners in Federal Custody The individuals are being transferred for court appearances, to a designated institution to serve court imposed sentence or other actions ordered by the courts The records disposition instructions are media neutral, unless otherwise stated</p>
1 1	<p><b>Prisoner Files</b></p> <p>Disposition Authority Number      <b>DAA-0527-2013-0006-0001</b></p> <p>The files consist of but are not limited to Personal History, Photograph, Fingerprints, Medical record, Custody record, Property receipt, Security Alert Notice (if appropriate)</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Withdrawn</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>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>The files will be closed upon the prisoner being transferred from the custody of the U S Marshals Service The files will be cutoff annually transferred to a Federal Records Center (FRC) one year after cutoff and destroyed after 10 years or sooner if ordered by the Court</b></p> <p>Retention Period                         <b>The files will be closed upon the prisoner being transferred from the custody of the U S Marshals Service The files will be cutoff annually transferred to a Federal Records Center (FRC) one year after cutoff and destroyed after 10 years or sooner if ordered by the Court</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                               <b>Not Required</b></p>

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**Records of Prisoners in Federal Custody tracking database**

Disposition Authority Number      **DAA-0527-2013-0006-0002**

**Electronic tracking system maintained in stand-alone systems and/or file servers, the Prisoner Tracking System, or successor systems maintained by the U S Marshals Service**

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      **N1-527-99-1**

**Disposition Instruction**

Cutoff Instruction                      **Delete 25 years after the prisoner is transferred from the custody of the U S Marshals Service**

Retention Period                        **Delete 25 years after the prisoner is transferred from the custody of the U S Marshals Service**

**Additional Information**

GAO Approval                              **Not Required**

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**Prisoner Tracking Input**

Disposition Authority Number      **DAA-0527-2013-0006-0003**

**Records of Prisoners in Federal Custody tracking database Electronic tracking system maintained in stand-alone systems and/or file servers, the Prisoner Tracking System, or successor systems maintained by the U S Marshals Service**

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	N1-527-99-1
	<b>Disposition Instruction</b>	
	Cutoff Instruction	The files will be closed upon the prisoner being transferred from the custody of the U S Marshals Service The files will be cutoff annually transferred to a Federal Records Center (FRC) one year after cutoff and destroyed after 10 years or sooner if ordered by the Court
	Retention Period	The files will be closed upon the prisoner being transferred from the custody of the U S Marshals Service The files will be cutoff annually transferred to a Federal Records Center (FRC) one year after cutoff and destroyed after 10 years or sooner if ordered by the Court
	<b>Additional Information</b>	
	GAO Approval	Not Required
14	<b>Prisoner Tracking Output (Districts)</b>	
	Disposition Authority Number	DAA-0527-2013-0006-0004
	District Copies of Reports - Consisting of Prisoner Tracking Reports prepared by the USMS districts (USM-Form 268, 268a, or equivalent) from the Prisoner Tracking System database or successor system	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff files annually Destroy when 2 years old
	Retention Period	Cutoff files annually Destroy when 2 years old

15	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Prisoner Tracking Output (Headquarters)</b>	
	Disposition Authority Number	DAA-0527-2013-0006-0005
	Headquarters Copies of Reports - Consisting of Prisoner Tracking Reports prepared by the USMS districts (USM-Form 268, 268a, or equivalent) from the Prisoner Tracking System database or successor system	
	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	N1-527-99-1
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff files annually Destroy when 5 years old
	Retention Period	Cutoff files annually Destroy when 5 years old
	16	<b>Additional Information</b>
GAO Approval		Not Required
<b>Prisoner Remand or Order to Deliver and Receipt for United States Prisoners database</b>		
Disposition Authority Number		DAA-0527-2013-0006-0006
Electronic database used to record the transfer of prisoners to and from the custody of the U S Marshals Service		
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	

17	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	N1-527-99-1
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Delete 25 years after the prisoner is transferred from the custody of the U S Marshals Service
	Retention Period	Disposition Delete 25 years after the prisoner is transferred from the custody of the U S Marshals Service
	<b>Additional Information</b>	
	GAO Approval	Not Required
	Prisoner Remand or Order to Deliver and Receipt for United States Prisoners form (USM-41 or equivalent)	
	Disposition Authority Number	DAA-0527-2013-0006-0007
	Prisoner Remand or Order to Deliver and Receipt for United States Prisoners form (USM-41 or equivalent) entered into the database	
	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	N1-527-99-1
	<b>Disposition Instruction</b>	
Cutoff Instruction	Destroy 1 year after entry into the database	
Retention Period	Destroy 1 year after entry into the database	
<b>Additional Information</b>		
GAO Approval	Not Required	
Output (Prisoner Remand or Order to Deliver and Receipt for United States Prisoners database)		

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Disposition Authority Number **DAA-0527-2013-0006-0008**  
**Prisoner Remand or Order to Deliver and Receipt for United States Prisoners database records consisting of ad hoc periodic tracking reports**

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 **N1-527-99-1**

**Disposition Instruction**

Cutoff Instruction **Destroy when no longer needed for reference purposes**

Retention Period **Destroy when no longer needed for reference purposes**

**Additional Information**

GAO Approval **Not Required**

**Jail Inspection Records (Districts Inspection Reports)**

Disposition Authority Number **DAA-0527-2013-0006-0009**

**Districts Inspection Reports on annual inspections conducted of detention facilities which provide space for Federal prisoners to ensure that standards are met (USM Form 218 or equivalent) This series is media neutral and the disposition applies to copies in all media and formats**

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**

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1 10	<p>GRS or Superseded Authority Citation N1-527-99-1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files annually Destroy 5 years after cutoff</p> <p>Retention Period Cutoff files annually Destroy 5 years after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Jail Inspection Records (Headquarters Review Copies)</p> <p>Disposition Authority Number DAA-0527-2013-0006-0010</p> <p>Headquarters Review Copies on annual inspections conducted of detention facilities which provide space for Federal prisoners to ensure that standards are met (USM Form 218 or equivalent). This series is media neutral and the disposition applies to copies in all media and formats</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>
1 11	<p>GRS or Superseded Authority Citation N1-527-99-1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files annually Destroy 2 years after cutoff</p> <p>Retention Period Cutoff files annually Destroy 2 years after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Prisoner Death Investigation District Investigative Report</p> <p>Disposition Authority Number DAA-0527-2013-0006-0011</p> <p>Prisoner Death Investigation Summary report of findings prepared by responsible investigative agencies when a prisoner dies in the custody of the U S Marshals Service District Investigative Report- File in Records of Prisoners in Federal Custody Files The files consist of but are not limited to Personal History,</p>

1 12	<b>Photograph, Fingerprints, Medical record, Custody record, Property receipt, Security Alert Notice (if appropriate)</b>	
	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	NI-527-99-1
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off files annually Destroy 2 years after cutoff
	Retention Period	Cut off files annually Destroy 2 years after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Prisoner Death Investigations (Headquarters Review Copy)</b>	
	Disposition Authority Number	DAA-0527-2013-0006-0012
	Prisoner Death Investigation Service	Summary report of findings prepared by responsible investigative agencies when a prisoner dies in the custody of the U S Marshals Service
	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	N1-527-99-1	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off files annually Destroy 2 years after cutoff	

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Retention Period Cut off files annually. Destroy 2 years after cutoff.

**Additional Information**

GAO Approval Not Required

**Electronic Mail and Word Processing System Copies**

Disposition Authority Number DAA-0527-2013-0006-0013

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 items unders a) District Investigative Reports and b) Headquarters Review 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 N1-527-99-1

**Disposition Instruction**

Cutoff Instruction Destroy/delete after the recordkeeping copy has been produced.

Retention Period Destroy/delete after the recordkeeping copy has been produced

**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