

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0007**

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 **Office of General Counsel**

Schedule Subject **Legal Opinion Review Files**

Internal agency concurrences will be provided **Yes**

Background Information **The Office of General Counsel (OGC) generates legal opinion and civil litigation 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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0007

Sequence Number	
1	Legal Opinion Review Files - OGC Record Copy Disposition Authority Number: DAA-0527-2013-0007-0001
2	Legal Opinion Review Files - Supporting Documentation Disposition Authority Number: DAA-0527-2013-0007-0002
3	Legal Opinion Review Files - Other offices' record copies Disposition Authority Number: DAA-0527-2013-0007-0003
4	Civil Litigation Files Disposition Authority Number: DAA-0527-2013-0007-0004

Records Schedule Items

Sequence Number		
1	<p>Legal Opinion Review Files - OGC Record Copy</p> <p>Disposition Authority Number DAA-0527-2013-0007-0001</p> <p>Decision documents reflecting legal opinions and reviews by the Office of General Counsel regarding interpretations of statutes, laws, regulations, investigations, and similiar legal matters. Excluded are documents on a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they belong.</p> <p>Final Disposition Permanent</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? No</p> <p>GRS or Superseded Authority Citation N1-527-97-011 / 1/A/1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at close of case.</p> <p>Transfer to Inactive Storage Transfer paper to FRC after 5 years.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2014 To 2029</p> <p>How frequently will your agency transfer these records to the National Archives? Every 1 Years</p>	
	Estimated Current Volume	Annual Accumulation
	Electronic/Digital	

Paper	15 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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Legal Opinion Review Files - Supporting Documentation

Disposition Authority Number DAA-0527-2013-0007-0002

Working documents reflecting legal opinions and reviews by the Office of General Counsel regarding interpretations of statutes, laws, regulations, investigations and similar legal matters. Excluded are documents on a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation or case file to which they belong.

Final Disposition Temporary

Item Status Active

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? No

GRS or Superseded Authority Citation N1-527-97-011 / 1/A/2/A

Disposition Instruction

Cutoff Instruction Cutoff at close of case.

Retention Period Destroy between 5 year(s) and 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Legal Opinion Review Files - Other offices' record copies

Disposition Authority Number DAA-0527-2013-0007-0003

Documents reflecting legal opinions and reviews by the Office of General Counsel regarding interpretations of statutes, laws, regulations, investigations, and similar legal matters. Excluded are documents on a specific claim, investigation, or case.

The excluded documents will be disposed of with the claim, investigation, or case file to which they belong.

Final Disposition Temporary

Item Status Active

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? No

GRS or Superseded Authority Citation N1-0527-97-011 / 1/A/2/B

Disposition Instruction

Retention Period Destroy immediately after obsolete or superceded.

Additional Information

GAO Approval Not Required

Civil Litigation Files

Disposition Authority Number DAA-0527-2013-0007-0004

Documents relating to actual or potential legal proceedings in which USMS, including its instrumentalities has an interest. Included are copies of processes and pleadings; communications with USMS activities, communications with the Department of Justice and the United States Attorneys; and with other organizations, agencies, activities, and individuals both within and without the Federal Government; tort claim files; and related papers.

Final Disposition Temporary

Item Status Active

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? No

GRS or Superseded Authority Citation N1-527-97-011- / 2

Disposition Instruction

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Cutoff Instruction	Cutoff at close of case.
Transfer to Inactive Storage	Transfer to FRC 3 years after cutoff.
Retention Period	Destroy 10 year(s) after Cutoff.
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
01/11/2013	Certify	Robin Wise	Records officer	United States Marshals Service - Office of Policy and Records Management
04/01/2013	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
08/28/2013	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
01/23/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
01/23/2014	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
04/01/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services

04/02/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/07/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist