

### Request for Records Disposition Authority

**WITHDRAWN**

Records Schedule Number: **DAA-0527-2013-0009**  
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: **Training Division**  
Schedule Subject: **Class and Curriculum Files**  
Internal agency concurrences will be provided: **Yes**

Background Information: **The United States Marshals Service Training Division manages training opportunities for USMS personnel.**  
**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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

*Withdrawn  
11/12/2014*

Outline of Records Schedule Items for DAA-0527-2013-0009

**WITHDRAWN**

Sequence Number	
1	Class Files Disposition Authority Number: DAA-0527-2013-0009-0001
2	Curriculum Development Files Disposition Authority Number: DAA-0527-2013-0009-0002
3	Published Course and Training Materials Disposition Authority Number: DAA-0527-2013-0009-0003
4	Audiovisual Course and Training Materials Disposition Authority Number: DAA-0527-2013-0009-0004
5	All other audiovisual tools Disposition Authority Number: DAA-0527-2013-0009-0005

*withdrawn  
11/2/2014*

Records Schedule Items

Sequence Number	
1	<p style="text-align: right;"><b>WITHDRAWN</b></p> <p><b>Class Files</b></p> <p>Disposition Authority Number    DAA-0527-2013-0009-0001</p> <p><b>Contains nominations for training, confirmation, preliminary, interim and final rosters of students, student test papers and examinations, graduating class photo, and miscellaneous papers. (Maintained by student Name until the mid-1970s).</b></p> <p>Final Disposition                      Permanent</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Item Status                                Withdrawn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?                            No</p> <p>GRS or Superseded Authority Citation    N1-527-97-10</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        Cutoff annually upon class graduation.</p> <p>Transfer to Inactive Storage            Transfer to Federal Records Center when 5 years old.</p> <p>Transfer to the National Archives for Accessioning    Transfer to the National Archives 15 year(s) after cutoff.</p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?                      Unknown To be determined</p> <p>How frequently will your agency transfer these records to the National Archives?                      Unknown Varies based on accumulation</p>
2	<p><b>Curriculum Development Files</b></p> <p>Disposition Authority Number    DAA-0527-2013-0009-0002</p>

*Withdrawn  
11/12/2014*

Contains studies, reports, and correspondence identifying and evaluating the curriculum issues. Arranged by subject.

Final Disposition Temporary

**WITHDRAWN**

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? No

GRS or Superseded Authority Citation N1-527-97-10

**Disposition Instruction**

Cutoff Instruction Cut off annually.

Transfer to Inactive Storage Transfer to the Federal Records Center when 5 years old.

Retention Period Destroy 50 year(s) after cutoff.

**Additional Information )**

GAO Approval Not Required

**Published Course and Training Materials**

Disposition Authority Number DAA-0527-2013-0009-0003

Published course and training materials, excluding audio-visual materials (See item 4). Place a copy of each approved work in a master file.

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? No

GRS or Superseded Authority Citation N1-527-97-10 Item 4

**Disposition Instruction**

*withdrawn  
11/12/2014*

3

Cutoff Instruction                      Cut off file upon accumulation of at least one cubic foot or ten years accumulation, whichever comes first.

Transfer to Inactive Storage            Transfer to the National Archives and Records Administration five years after cutoff.

Transfer to the National Archives for Accessioning    Transfer to the National Archives 5 year(s) after cut off

**Additional Information**

**WITHDRAWN**

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  
As necessary

**Audiovisual Course and Training Materials**

Disposition Authority Number        **DAA-0527-2013-0009-0004**

**United States Marshals Service or contract-produced audiovisual tools. Includes processed instructional videos produced by or for the USMS as formal training aid depicting USMS official operating procedures such as prisoner restraint or judicial protection, or videos of speeches given by USMS senior officials.**

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?                      **No**

GRS or Superseded Authority Citation        **N1-527-97-10**

**Disposition Instruction**

Cutoff Instruction                      Place primary record elements in a separate file. Include any finding aids or production documentation, or accompany educational materials in file as well. Cut off in 5 year blocks.

*Withdrawn  
11/12/2014*

4

Transfer to Inactive Storage      Transfer to the National Archives when oldest record is 10 years old.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 10 year(s) after cut off

**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?      Every 10 Years

**WITHDRAWN**

**All other audiovisual tools**

Disposition Authority Number      DAA-0527-2013-0009-0005

Audiovisual presentations developed for individual instructors to use to illustrate techniques such as prisoner control, threat identification and acquired materials.

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?      No

GRS or Superseded Authority Citation      N1-527-97-10

**Disposition Instruction**

Cutoff Instruction      Destroy when no longer needed.

Retention Period      Destroy when no longer needed

**Additional Information**

GAO Approval      Not Required

*Withdrawn  
11/12/2014*

5

Agency Certification

**WITHDRAWN**

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
01/09/2013	Certify	Robin Wise	Records officer	United States Marshals Service - Office of Policy and Records Management
01/15/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/18/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
07/18/2013	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
09/04/2013	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
11/15/2013	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
11/12/2014	Return Without Action	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

*W. Hudson*  
*11/12/2014*