

Request for Records Disposition Authority

Records Schedule Number DAA-0527-2013-0010
 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 Information Technology Division
 Schedule Subject Year 2000 Reports
 Internal agency concurrences will be provided No

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	2

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0010

Sequence Number	
1	Century Date Conversion (Y2K) Records and Reports Disposition Authority Number DAA-0527-2013-0010-0001
2	Electronic version of email messages and word processing documents Disposition Authority Number DAA-0527-2013-0010-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="368 401 1113 436">Century Date Conversion (Y2K) Records and Reports</p> <p data-bbox="368 453 1158 485">Disposition Authority Number DAA-0527-2013-0010-0001</p> <p data-bbox="368 506 1513 1381">Records related to the initiative undertaken to ensure that automated systems will continue to function reliably when the date changed to the year 2000. Files may include but are not limited to - Records related to overall Year 2000 efforts, plans, strategies, testing plans (criteria and results), monitoring and tracking efforts, and policy letters - List of applications (or systems) reviewed or accessed with notation of those requiring remedial work, scope of work needed to bring nonconforming applications or systems into compliance - Testing documentation such as descriptions of types of tests performed on various systems (e.g. baseline, unit, regression, etc.), types of test systems used, procedures involved in testing, summaries of test results and sign-offs, sufficient to establish the Year 2000 readiness of applications and systems tested, deviations from prescribed test results, criteria to determine if an application or system is Year 2000 compliant, plans for retesting computers, applications or systems that fail a Year 2000 test and documentation as to how the failure was corrected, and information sufficient to explain changes to applications or systems for Year 2000 readiness - Reviews of the Year 2000 program conducted by the DOJ's Inspector General, the General Accounting Office, or independent validation and verification contractors - Records of correspondence with the Department of Justice, Congress, The Office of Management and Budget, and the General Accounting Office - Records of correspondence with external vendors, such as documentation from Websites or certification letters, describing the Year 2000 status of vendor products used by the Marshals Service. In minutes of the CIO Council Committee on Year 2000 meeting of January 18, 2000, it was recommended that reports/records produced by Agencies be retained in case there are any audits</p> <p data-bbox="368 1402 926 1436">Final Disposition Temporary</p> <p data-bbox="368 1455 926 1488">Item Status Withdrawn</p> <p data-bbox="368 1507 832 1541">Is this item media neutral? Yes</p> <p data-bbox="368 1560 832 1677">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 data-bbox="368 1696 832 1793">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="368 1812 1080 1866">GRS or Superseded Authority Citation N1-527-00-001 Item 1</p>

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Disposition Instruction

Cutoff Instruction Close the files at the end of the year 2000
Retention Period Files will be retained for 6 years after close for audit purposes then destroyed. Files may be transferred to the Washington National Records Center one year after close.

Additional Information

GAO Approval Not Required
Electronic version of email messages and word processing documents
Disposition Authority Number DAA-0527-2013-0010-0002

Documentation created and received via electronic systems that is determined to have record status and that supports the century date conversion (Y2K) records and reports will be copied to paper. Email messages include message text, attachments, drafts, and transmission and receipt date. The process described in Item 1 above is the recordkeeping 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 NI-527-00-001 Item 2

Disposition Instruction

Retention Period Delete after copying to paper and placement in the recordkeeping system

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
01/09/2013	Certify	Robin Wise	Records officer	United States Marshals Service - Office of Policy and Records Management
02/06/2013	Return Without Action	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services