

## Request for Records Disposition Authority

Records Schedule Number: DAA-0527-2013-0012  
 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: Judicial Security Division  
 Schedule Subject: Special Assignments  
 Internal agency concurrences will be provided: No

**Background Information**  
 The Judicial Security Division, Office of Protective Operations (OPO), Policy and Operations Coordination Branch (POCB), provides resources to district offices to help meet extraordinary needs related to the USMS judicial security mission.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

**GAO Approval**

## Outline of Records Schedule Items for DAA-0527-2013-0012

Sequence Number
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1
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USM-535, Special Funding Request
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Disposition Authority Number: DAA-0527-2013-0012-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>USM-535, Special Funding Request</b></p> <p>Disposition Authority Number      <b>DAA-0527-2013-0012-0001</b></p> <p>The districts and OPO Inspectors submit Form USM-535, Requests for Special Assignment Resources, via the USMS Intranet to PO CB for review, prioritization, and dedication of resources. Specific criteria must be met prior to the commitment of these resources. The information contained within the USM-535 and supporting documents is Law Enforcement Sensitive and must be handled appropriately. Unauthorized access to these files may compromise protection details and/or security events, placing USMS protectees and personnel in danger.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</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>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-527-97-8 item 1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Close out file annually.</b></p> <p>Retention Period                      <b>Destroy 3 year(s) after closeout.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>

## 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
03/27/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/13/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
11/21/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
02/06/2014	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
02/10/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/10/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/11/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist