

### Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0013**  
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 **Office of Communications**  
Minor Subdivision **Historian's Office**  
Schedule Subject **USMS Historian's Office Records**  
Internal agency concurrences will be provided **No**

**WITHDRAWN**

Background Information

The Historian's Office preserves a variety of materials in order to provide a comprehensive picture of United States Marshals Service history and activities.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	7

GAO Approval

*Withdrawn  
11/12/2014*

### Outline of Records Schedule Items for DAA-0527-2013-0013

Sequence Number		
1	General Agency Historical Materials	<b>WITHDRAWN</b>
1.1	Agency Historical Materials Disposition Authority Number: DAA-0527-2013-0013-0001	
1.2	Agency Historical Photographs Disposition Authority Number: DAA-0527-2013-0013-0002	
2	Historian Program Files	
2.1	Unique Historian Program Files Disposition Authority Number: DAA-0527-2013-0013-0003	
2.2	Routine Historian Program Files Disposition Authority Number: DAA-0527-2013-0013-0004	
3	Historian Publications	
3.1	Record Copy of Publications Disposition Authority Number: DAA-0527-2013-0013-0005	
3.2	Source Material Disposition Authority Number: DAA-0527-2013-0013-0006	
3.3	Working Papers Disposition Authority Number: DAA-0527-2013-0013-0007	

*Withdrawn  
11/12/2014*

Records Schedule Items

Sequence Number	
1	<p><b>General Agency Historical Materials</b> Records reflecting noteworthy agency history.</p> <p style="text-align: right;"><b>WITHDRAWN</b></p>
1.1	<p><b>Agency Historical Materials</b></p> <p>Disposition Authority Number . . . <b>DAA-0527-2013-0013-0001</b></p> <p>Records reflecting noteworthy agency history and a chronological record of specific events about the agency. These records may include, but are not limited to ceremony programs; and other information of primary interest and value to or about the agency.</p> <p>Final Disposition . . . . . <b>Permanent</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>No</b></p> <p>GRS or Superseded Authority Citation . . . . . <b>N1-527-97-002, Item 1</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction . . . . . <b>Cutoff after calendar year.</b></p> <p>Transfer to Inactive Storage . . . . . <b>Transfer to Federal Records Center 15 years after cutoff</b></p> <p>Transfer to the National Archives for Accessioning . . . . . <b>Transfer to the National Archives 25 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives? . . . . . <b>Unknown</b> <b>Records Inventory forthcoming</b></p> <p>How frequently will your agency transfer these records to the National Archives? . . . . . <b>Unknown</b> <b>As necessary</b></p>

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*11/12/2014*

1.2

**Agency Historical Photographs**

Disposition Authority Number **DAA-0527-2013-0013-0002**

**Photographs that document significant incidents from USMS history.**

Final Disposition **Permanent**

Item Status **Withdrawn**

**WITHDRAWN**

Is this item media neutral? **No**

Explanation of limitation **This item covers photographs and negatives.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff after calendar year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after cutoff.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown Under review.**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>100 MB</b>	<b>10 MB</b>
<b>Paper</b>	<b>5 Cubic feet</b>	<b>1 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

2

**Historian Program Files**

**Record material related to the Historian's Office functions**

2.1

**Unique Historian Program Files**

Disposition Authority Number **DAA-0527-2013-0013-0003**

*withdrawn*  
*11/20/14*

Records that serve as unique documentation of Historian's Office programs, functions, and events, including outreach on a variety of subjects such as preservation of historical records.

Final Disposition Permanent

Item Status Withdrawn

**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

**Disposition Instruction**

Cutoff Instruction Cutoff files at the end of the calendar year.

Transfer to Inactive Storage Transfer to FRC 15 years after cutoff.

Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cutoff.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Records Inventory forthcoming

How frequently will your agency transfer these records to the National Archives? Every 25 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	50 MB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

**Routine Historian Program Files**

Disposition Authority Number DAA-0527-2013-0013-0004

*withdrawn  
11/2/2014*

General record material generated in the course of the Historian's Office business, including route correspondence and administrative files that do not serve a unique agency purpose.

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?

No

WITHDRAWN

Disposition Instruction

Cutoff Instruction Cutoff files at end of calendar year.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Historian Publications

These records include final publications, historical studies, working papers, and source documentation.

Record Copy of Publications

Disposition Authority Number DAA-0527-2013-0013-0005

One copy of publications or historical studies resulting from original research done by the Historian's Office.

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

Disposition Instruction

Cutoff Instruction Cutoff files after publication

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after publication.

Additional Information

*Withdrawn  
11/12/2014*

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3.1

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**Subject to accumulation**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

**WITHDRAWN**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	10 MB
Paper	6 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3.2

**Source Material**

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

**Records collected and maintained in the preparation of office publications and research projects, including diaries, studies, transcripts and interviews.**

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**

**Disposition Instruction**

Cutoff Instruction **Cutoff file at end of calendar year.**

Transfer to Inactive Storage **Transfer to Federal Records Center 15 years after cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 25 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
**Subject to accumulation**

*Withdrawn*  
*11/12/2014*

How frequently will your agency transfer these records to the National Archives? **Every 25 Years**

**WITHDRAWN**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 MB	10 MB
Paper	5 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

3.3

**Working Papers**

Disposition Authority Number **DAA-0527-2013-0013-0007**

**Drafts, internal critiques, outside reviews, and miscellaneous records generated when producing an original Historian's Office publication.**

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**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of calendar year.**

Retention Period **Destroy 5 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

*withdrawn  
11/12/2014*



WITHDRAWN

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
05/17/2013	Return for Revision	Rachel Bantonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
07/24/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
07/25/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
03/11/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
05/27/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/02/2014	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
11/03/2014	Return Without Action	Rachel Bantonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

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11/21/2014*