

Request for Records Disposition Authority

Records Schedule Number: DAA-0527-2013-0014
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 Inspection
Minor Subdivision: Office of Compliance Review
Schedule Subject: Program Review Files and Workpapers
Internal agency concurrences will be provided: No

Background Information: The Office of Compliance Review (OCR) conducts scheduled reviews of the United States Marshals Service district and division offices to ensure compliance with established regulations and policies. OCR issues reports of findings and requires periodic feedback from the districts and divisions reflecting corrective actions taken as necessary.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0014

Sequence Number	
1	Office of Compliance Review (OCR) Final Audit Reports Disposition Authority Number: DAA-0527-2013-0014-0001
2	Audit Working Papers and Correspondence Disposition Authority Number: DAA-0527-2013-0014-0002

Records Schedule Items

Sequence Number	
1	<p>Office of Compliance Review (OCR) Final Audit Reports</p> <p>Disposition Authority Number DAA-0527-2013-0014-0001</p> <p>OCR issues a Final Audit Report of findings and recommendations following each district/division audit. OCR requires periodic feedback from the district/division reflecting corrective actions taken as a result of the report.</p> <p>Final Disposition Temporary</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GRS or Superseded Authority Citation NI-527-97-9</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Reports are closed when the district/division completes its corrective actions.</p> <p>Retention Period Destroy 7 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Audit Working Papers and Correspondence</p> <p>Disposition Authority Number DAA-0527-2013-0014-0002</p> <p>During an audit, OCR will generate working papers and correspondence relative to the audit questions.</p> <p>Final Disposition Temporary</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</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

No

Disposition Instruction

Retention Period

Destroy immediately after the closure of the district/division's subsequent audit.

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 for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/08/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
11/14/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
07/08/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
07/10/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/10/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist