

Request for Records Disposition Authority

Records Schedule Number: DAA-0527-2013-0016
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: Judicial Services Division
Schedule Subject: Threats on the Judiciary
Internal agency concurrence 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	4

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0016

Sequence Number	
1	Headquarters Files Disposition Authority Number: DAA-0527-2013-0016-0001
2	District Files Disposition Authority Number: DAA-0527-2013-0016-0002
3	Electronic Mail and Word Processing Copies that have no further administrative value Disposition Authority Number: DAA-0527-2013-0016-0003
4	Electronic Mail and Word Processing copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Disposition Authority Number: DAA-0527-2013-0016-0004

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p>Headquarters Files</p> <p>Disposition Authority Number DAA-0527-2013-0016-0001</p> <p>Files include documentation of threats on Federal judges, U.S. Attorneys, Clerks, Probation Officers, and their families.</p> <p>Final Disposition Temporary</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Item Status Withdrawn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 (other than e-mail and word processing)? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-527-00-002</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 1 year(s) after the initiator of the threat or inappropriate communication or is no longer active or the case has been closed. Files maintained in an electronic format will be purged in the same time frame as above. These files are not the record copy, with the action files being maintained in the District files.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>District Files</p> <p>Disposition Authority Number DAA-0527-2013-0016-0002</p> <p>Files include documentation of threats on Federal judges, US Attorneys, Clerks, Probation Officers, and their families.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>

Returned Without Action

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

Disposition Instruction

Retention Period Destroy 5 year(s) after the initiator of the threat or inappropriate communication is no longer active or the case has been closed. Files maintained in an electronic format will be purged in the same time frame as above.

Additional Information

GAO Approval Not Required

Electronic Mail and Word Processing Copies that have no further administrative value

Disposition Authority Number DAA-0527-2013-0016-0003

Electronic copies that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records are covered by the other items in this schedule. This includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. Those files with no further administrative value include copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

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

Disposition Instruction

Retention Period Destroy/delete within 180 days after the recordkeeping copy has been produced.

Returned Without Action

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Additional Information

GAO Approval Not Required

Electronic Mail and Word Processing copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition Authority Number DAA-0527-2013-0016-0004

Electronic copies that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records are covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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

Disposition Instruction

Retention Period Destroy/delete when dissemination, revision, or updating is completed.

Additional Information

GAO Approval Not Required

Returned Without Action

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
01/08/2013	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
04/07/2015	Return Without Action	Barry Lonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

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