

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0018**

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 **Management Support Division**

Schedule Subject **U.S. Marshals Service Policy Directives**

Internal agency concurrences will be provided **No**

Background Information **The Office of Policy and Records Management issues and maintains all official United States Marshals Service policy directives. These directives cover both operational and administrative duties.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0018

Sequence Number	
1.	Operational Policies Disposition Authority Number: DAA-0527-2013-0018-0001
2	Administrative Policies Disposition Authority Number: DAA-0527-2013-0018-0002

Records Schedule Items

Sequence Number	
1	<p>Operational Policies</p> <p>Disposition Authority Number DAA-0527-2013-0018-0001</p> <p>United States Marshals Service Policy Directive Packets - including the approved directive, revisions, and supporting documentation - generated from operational divisions under the Associate Director for Operations including the Investigative Operations Division (IOD), Justice Prisoner and Alien Transportation System (JPATS), Tactical Operations Division (TOD), Prisoner Operations Division (POD), and Judicial Security Division (JSD).</p> <p>Final Disposition Permanent</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GRS or Superseded Authority Citation NI-527-97-4 Item 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off file when superseded or canceled.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown circa 1946- future</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Unable to predict</p>
2	<p>Administrative Policies</p> <p>Disposition Authority Number DAA-0527-2013-0018-0002</p>

United States Marshals Service Policy Directive Packets - including the approved directive, revisions, and supporting documentation - generated from administrative divisions under the Associate Director for Administration including the Training Division (TD), Human Resources Division (HRD), Information Technology Division (ITD), Management Support Division (MSD), Asset Forfeiture Division (AFD), and Financial Services Division (FSD).

Final Disposition	Temporary
Item Status	Active
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
GRS or Superseded Authority Citation	NI-527-97-4 Item 2
Disposition Instruction	
Cutoff Instruction	Cut off when superseded or cancelled.
Transfer to Inactive Storage	Transfer to FRC 2 years after cutoff.
Retention Period	Destroy 15 year(s) after cutoff
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
01/08/2013	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
06/26/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/27/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
08/05/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
08/12/2014	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/14/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
08/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

08/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/20/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist