

### Request for Records Disposition Authority

Records Schedule Number: DAA-0527-2013-0019  
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: Agency-wide  
Schedule Subject: Performance Reports  
Internal agency concurrence will be provided: No

Background Information: United States Marshals Service Performance Reports include quantitative data about agency performance. An example is the Quarterly Progress Report, which measures agency performance based on internal and external performance metrics and projects. These reports may contain narrative components.

This schedule is DAY FORWARD ONLY. It does not apply to any legacy records accumulated under this series.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0019

Sequence Number	
1	USMS Performance Reports - Published Copy (Day Forward) Disposition Authority Number: DAA-0527-2013-0019-0001
2	USMS Performance Reports - Working Papers Disposition Authority Number: DAA-0527-2013-0019-0002

Returned Without Action

Records Schedule Items

Sequence Number	
1	<p><b>USMS Performance Reports - Published Copy (Day Forward)</b></p> <p>Disposition Authority Number      DAA-0527-2013-0019-0001</p> <p>Record copy of a report that presents data on agency functions. An example is the Quarterly Progress Report, which measures performance of all headquarters divisions and offices. This schedule is day forward only. It does not cover disposition of legacy records accumulated under this series.</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Item Status                                Withdrawn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(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>Disposition Instruction</p> <p>Cutoff Instruction                        Cutoff after publication.</p> <p>Retention Period                         Destroy 10 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval                             Not Required</p>
2	<p><b>USMS Performance Reports - Working Papers</b></p> <p>Disposition Authority Number      DAA-0527-2013-0019-0002</p> <p>Drafts and working documents used to develop a USMS Performance Report.</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(s) other than e-mail and word processing?          No</p> <p>Disposition Instruction</p>

Returned Without Action

Cutoff Instruction	Cutoff file after publication
Retention Period	Destroy 1 year(s) after cutoff.
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
03/27/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/30/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
08/06/2013	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
08/28/2013	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
05/28/2014	Return for Revision	Rachel BanTonkin	Supervisor, ACNFA Appraisal Team 1	National Archives and Records Administration - Records Management Services
06/19/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/19/2014	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
09/11/2014	Return Without Action	Erin Cayce	Appraiser	National Archives and Records Administration

				- Records Management Services
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