

## Request for Records Disposition Authority

Records Schedule Number: DAA-0527-2013-0020  
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 General Counsel  
Schedule Subject: Orientation and Briefing Books  
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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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                                     | 3                                     |

GAO Approval

**WITHDRAWN**

Outline of Records Schedule Items for DAA-0527-2013-0020

| Sequence Number |  |
|-----------------|--|
| 1               | Orientation and Briefing Books<br>Disposition Authority Number: DAA-0527-2013-0020-0001  |
| 2               | Electronic Mail and Word Processing System Copies  |
| 2.1             | Copies that have no further administrative function<br>Disposition Authority Number: DAA-0527-2013-0020-0002   |
| 2.2             | Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.<br>Disposition Authority Number: DAA-0527-2013-0020-0003 |

Returned Without Action

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Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p><b>Orientation and Briefing Books</b></p> <p>Disposition Authority Number      <b>DAA-0527-2013-0020-0001</b></p> <p>A collection of miscellaneous materials assembled together for Senior Management of the United States Marshals Service. The purpose of providing these materials is to assist them in providing testimony to the Department of Justice, Congress, and other organizations. The materials are normally kept in notebooks and contain a variety of different materials depending on the purpose of the briefing.</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>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-527-02-002</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Transfer to the Washington National Records Center in three year blocks.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 10 year(s) after creation.</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><br/><b>Unknown.</b></p> <p>How frequently will your agency transfer these records to the National Archives?                      <b>Unknown</b><br/><b>Should be every 10 years, depending on demand.</b></p> |
| 2               | <p><b>Electronic Mail and Word Processing System Copies</b></p>   |

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Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records 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.

2.1

Copies that have no further administrative function

Disposition Authority Number DAA-0527-2013-0020-0002

Copies that have no further administrative after the recordkeeping copy is made. Included copies maintained by the 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

GRS or Superseded Authority Citation N1-527-02-002

Disposition Instruction

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

Additional Information

GAO Approval Not Required

2.2

Copies used for dissemination, revision, or updating that are maintained in addition the recordkeeping copy.

Disposition Authority Number DAA-0527-2013-0020-0003

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

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

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

GRS or Superseded Authority Citation **N1-527-02-002**

Disposition Instruction

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

Additional Information

GAO approval **Not Required**

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### 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 |
| 02/28/2014 | Return Without Action | Richard Bar Tonkin | Supervisor, ACNR Appraisal Team 1 | National Archives and Records Administration - Records Management Services |

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