

### Request for Records Disposition Authority

Records Schedule Number: DAA-0527-2013-0023  
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 Communications  
Minor Subdivision: Office of Public Affairs  
Schedule Subject: In-House Publications  
Internal agency concurrences 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Outline of Records Schedule Items for DAA-0527-2013-0023

Sequence Number	
1	United States Marshals Service In-House Publications. 1978-Present. Disposition Authority Number: DAA-0527-2013-0023-0001
2	Electronic Mail and Word Processing System Copies
2.1	Copies that have no further administration function Disposition Authority Number: DAA-0527-2013-0023-0002
2.2	Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Disposition Authority Number: DAA-0527-2013-0023-0003

**Returned Without Action**

*WITHDRAWN*

### Records Schedule Items

Sequence Number

1

United States Marshals Service In-House Publications. 1978-Present.

Disposition Authority Number DAA-0527-2013-0023-0001

Records consists of the Monitor, the official newsletter of the U.S. Marshals Service, and record copies of the Pentacle, the former name of the newsletter.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format other than e-mail and word processing? Yes

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

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

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

GRS or Superseded Authority N1-527-03-001

Citation

Disposition Instruction

Cutoff Instruction Cut off inactive files in 5-year blocks.

Transfer to the National Archives for Accessioning Transfer to NARA in 5-year blocks when newest records are 10 years old.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown  
Depends on the last transfer, based on N1-527-03-001.

How frequently will your agency transfer these records to the National Archives? Unknown  
Based on the schedule, every 5 years

2

Electronic Mail and Word Processing System Copies

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 system that are maintained for updating, revision, or dissemination.

**Returned Without Action**

**WITHDRAWN**

2.1

Copies that have no further administration function

Disposition Authority Number DAA-0527-2013-0023-0002

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

GRS or Superseded Authority Citation N1-527-03-01

Disposition Instruction

Retention Period Destroy/delete with 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 to the recordkeeping copy.

Disposition Authority Number DAA-0527-2013-0023-0003

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in 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 N1-527-03-001

**Returned Without Action**

**WITHDRAWN**

Disposition Instruction

Retention Period

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

Additional Information

GAO Approval

Not Required

**Returned Without Action**

WITHDRAWN

### 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
03/20/2014	Return Without Action	Baron Tonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

WITHDRAWN

Returned Without Action