

Request for Records Disposition Authority

Records Schedule Number DAA-0527-2013-0026
 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 Management Support Division
 Minor Subdivision Office of Publishing
 Schedule Subject Photographic Collection and Posters
 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	9

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0026

Sequence Number	
1	Chronological Photographic File Relating to Marshals Service Officials, Activities and Facilities, c 1987-1996
1 1	High-level Marshals Service Officials Disposition Authority Number DAA-0527-2013-0026-0001
1 2	Routine Subjects Disposition Authority Number DAA-0527-2013-0026-0002
2	Chronological Photographic File Relating to Marshals Service Officials, Activities, and Facilities (1997-on)
2 1	High-level officials (after 1996) Disposition Authority Number DAA-0527-2013-0026-0003
2 2	Routine Subjects (1997-on) Disposition Authority Number DAA-0527-2013-0026-0004
3	Logbooks Disposition Authority Number DAA-0527-2013-0026-0005
4	Select Subject Print and Slide File Relating to Marshals Service Personalities and Activities, c 1987-on Disposition Authority Number DAA-0527-2013-0026-0006
5	Historical Prints, Negatives and Slides Gathered for Marshals Service Magazines and Exhibits, documenting c 1950-1990 Disposition Authority Number DAA-0527-2013-0026-0007
6	Posters Generated by the Marshals Service, c 1970s-on
6 1	Posters relating to Marshals Officials, operations, achievements, historical commemorations, and other mission-related subjects Disposition Authority Number DAA-0527-2013-0026-0008
6 2	Posters relating to routine events and subjects common to most agencies Disposition Authority Number DAA-0527-2013-0026-0009

Records Schedule Items

Sequence Number	
1	Chronological Photographic File Relating to Marshals Service Officials, Activities and Facilities, c 1987-1996
1 1	<p data-bbox="368 495 877 527">High-level Marshals Service Officials</p> <p data-bbox="368 548 1158 579">Disposition Authority Number DAA-0527-2013-0026-0001</p> <p data-bbox="368 600 1529 999">Prints and negatives constituting portraits of high-level Marshals Service officials, and coverages of swearing-in and other major events featuring such individuals, coverages of mission-related operations such as those involving judicial security, witness protection, prisoner transport, and security, fugitive investigation and apprehension, asset seizure, management, and forfeiture, missile transport security, and response to civil disorders, terrorist incidents, and training procedures, coverages of visiting political military and cultural dignitaries, and coverages of press conferences, speeches, Congressional testimony, historic ceremonies and other subjects bearing on unique agency responsibilities As of 1997 Prints Volume on hand c 3200 prints, mostly 4"x6" color, or 1 cubic foot Negatives Volume on hand c 2400 negatives, mostly 35mm color, or 5 cu ft</p> <p data-bbox="368 1020 926 1052">Final Disposition Permanent</p> <p data-bbox="368 1073 926 1104">Item Status Withdrawn</p> <p data-bbox="368 1125 827 1157">Is this item media neutral? Yes</p> <p data-bbox="368 1178 827 1293">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 data-bbox="368 1314 827 1409">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="368 1430 951 1482">GRS or Superseded Authority Citation N1-527-97-7</p> <p data-bbox="368 1514 678 1545">Disposition Instruction</p> <p data-bbox="368 1566 1529 1829">Cutoff Instruction Separate from temporary materials (see rest of this schedule), ensure that each negative coverage is annotated with appropriate assignment number (e g , 94-1, 94-2, etc), ensure that each print with a corresponding negative is properly annotated with the complete negative citation (assignment, roll, frame numbers), ensure adequate print content captioning</p> <p data-bbox="368 1850 1529 1921">Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after 2000</p>

1 2

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1987 To 1996

How frequently will your agency transfer these records to the National Archives? Unknown
As necessary

Routine Subjects

Disposition Authority Number DAA-0527-2013-0026-0002

Prints and negatives relating to routine subjects, including portraits of low-level Marshals staff and coverages of employee awards events, retirement ceremonies and workshops, campaigns, blood drives, ethnic or women's history month events, c 1987-1996 As of 1997 Prints Volume on hand c 2100 prints, mostly 4"x6" color, or 7 cu ft Negatives Volume on hand 1600 negatives, mostly 35mm color or 3 cu ft

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 N1-527-97-7

Disposition Instruction

Retention Period Destroy immediately after no longer needed for agency business

Additional Information

GAO Approval Not Required

2

Chronological Photographic File Relating to Marshals Service Officials, Activities, and Facilities (1997-on)

2 1

High-level officials (after 1996)

Disposition Authority Number DAA-0527-2013-0026-0003

Prints and negatives constituting portraits of high-level officials, coverages of mission-related operations, equipment, and training procedures, and coverages of visiting dignitaries, press conferences, historic ceremonies, and other subjects bearing on unique agency responsibilities. Prints Annual accumulation c 600 prints, mostly 4"x6" color or 2 cu ft. Negatives Annual accumulation c 500 negatives, mostly 35 mm color, or 1 cu ft.

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(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 N1-527-97-007

Disposition Instruction

Cutoff Instruction Cut off in eight-year blocks. Ensure that each negative coverage is annotated with appropriate assignment number, ensure that each print bears complete citation for corresponding negative and adequate content captioning.

Transfer to the National Archives for Accessioning Transfer to National Archives when oldest item in block is 12-years old

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1997 To 2009

How frequently will your agency transfer these records to the National Archives? Every 12 Years

2 2

Routine Subjects (1997-on)

Disposition Authority Number DAA-0527-2013-0026-0004

Prints and negatives relating to routine subjects, including portraits of low-level Marshals staff and coverages of employee awards events, retirement ceremonies and workshops, campaigns, blood drives, ethnic or women's history month events, 1997-on

	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	N1-527-97-7
	Disposition Instruction	
	Retention Period	Destroy immediately after no longer needed for agency business
	Additional Information	
	GAO Approval	Not Required
3	Logbooks	
	Disposition Authority Number	DAA-0527-2013-0026-0005
	Documenting photographic and other visual product assignments (1990-on) As of 1997 Volume on hand less than 1 cu ft Annual accumulation less than 1 cu ft	
	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(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	N1-527-97-7
	Disposition Instruction	
	Cutoff Instruction	Highlight entries for assignments involving permanent photographs, ensure that such assignment numbers are correlated with relevant prints and negatives, and transfer logbook segments, at the same time as the

Transfer to the National Archives for Accessioning

corresponding prints and negatives in series 1 and 2 , above, to the National Archives

Transfer logbook segments at the same time as the corresponding prints and negatives in series 1 and 2 to the National Archives

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
This will depend on the dates of the corresponding prints and negatives

How frequently will your agency transfer these records to the National Archives?

Unknown
This will depend on the dates of the corresponding prints and negatives

4

Select Subject Print and Slide File Relating to Marshals Service Personalities and Activities, c 1987-on

Disposition Authority Number **DAA-0527-2013-0026-0006**

Includes 8" x 10" and smaller color and black-and-white prints, and 35 mm color slides, used frequently in public information products Arranged in a rough alphabetical subject scheme featuring such categories as Prisoner Transport, Seized Assets, and White House Volume on hand c 150 images, or 3 cu ft Annual accumulation 20 images or 1 cu ft

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(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 **N1-527-97-7**

Disposition Instruction

Cutoff Instruction **Cut off in eight-year blocks, ensure that each image is properly captioned and linked to any corresponding item in the chronological negative file**

5

Transfer to the National Archives for Accessioning Transfer to the National Archives when oldest item in block is 12 years old

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Varies depending on schedule based on N1-527-97-7

How frequently will your agency transfer these records to the National Archives? Unknown
Every year, depending on accumulation

Historical Prints, Negatives and Slides Gathered for Marshals Service Magazines and Exhibits, documenting c 1950-1990

Disposition Authority Number DAA-0527-2013-0026-0007

Includes 8"x10" and smaller prints, and scattered 4" x 5" and 35 mm negatives, mostly black-and-white, along with scattered 35mm color slides. Images were acquired from varied government as well as commercial news sources for use in the now-defunct Marshals magazine, The Pentacle, and the 200th Anniversary exhibit (America's Star, 1989), and are arranged in alphabetical subject categories such as Civil Disturbances, Fugitives, Jails, Marshals Headquarters Officials, and Operation Gunsmoke, Volume on hand c 450 images, or 1 cu ft

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(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 N1-527-97-007

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of this schedule

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1950 To 1990

	How frequently will your agency transfer these records to the National Archives?	Unknown Further transfers will only be necessary if new records are found
6	Posters Generated by the Marshals Service, c 1970s-on	
6 1	Posters relating to Marshals Officials, operations, achievements, historical commemorations, and other mission-related subjects	
	Disposition Authority Number	DAA-0527-2013-0026-0008
	Volume on hand c- 12-15 posters, or 5 cu ft	Annual accumulation 1-2 posters, or less than 1 cu ft
	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(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	
	Cutoff Instruction	Cut off in eight year blocks, ensuring that each poster is appropriately captioned Posters on hand to be transferred to National Archives immediately upon approval of schedule For future posters, two copies of each finished poster should be sent to the National Archives by adding the National Archives Still Picture Branch to the regular distribution list
	Transfer to the National Archives for Accessioning	Transfer to NARA when the oldest item is 12 years old
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Depends on timing established by N1-527-97-7
	How frequently will your agency transfer these records to the National Archives?	Unknown Depends on accumulation

6 2

Posters relating to routine events and subjects common to most agencies

Disposition Authority Number DAA-0527-2013-0026-0009

Posters relating to routine events and subjects common to most agencies, such as saving-bond campaigns, CFC campaigns, blood drives, health and safety education programs. Volume on hand c. 5-8 or .3 cu. ft. Annual Accumulation negligible.

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 N1-527-97-7

Disposition Instruction

Retention Period Destroy immediately after no longer needed for agency business.

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
01/09/2013	Certify	Robin Wise	Records officer	United States Marshals Service - Office of Policy and Records Management
02/06/2013	Return Without Action	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services