

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0027**
 Schedule Status **Approved**

Agency or Establishment **Marshals Service**
 Record Group / Scheduling Group **Records of the United States Marshals Service**
 Records Schedule applies to **Agency-wide**
 Schedule Subject **Speeches and Congressional Testimony**
 Internal agency concurrences will be provided **No**

Background Information **Records include content prepared for delivery while representing the United States Marshals Service before Congress or at government, civic, and professional conferences and meetings.**

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); There are open and closed sessions under the Speeches and Congressional Testimony. Open sessions do not require an exemption. FOIA Exemptions 3, 6 (personal privacy), and 7 (law enforcement records) would apply to Closed Sessions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0027

Sequence Number	
1	Speeches and Congressional Testimony by Executive Staff Disposition Authority Number: DAA-0527-2013-0027-0001
2	Speeches and Testimony by United States Marshal Service Personnel Disposition Authority Number: DAA-0527-2013-0027-0002
3	Working Papers Disposition Authority Number: DAA-0527-2013-0027-0003

Records Schedule Items

Sequence Number		
1	<p>Speeches and Congressional Testimony by Executive Staff</p> <p>Disposition Authority Number DAA-0527-2013-0027-0001</p> <p>Recordkeeping copy of speech or testimony prepared for the Director, Deputy Director, Associate Director for Operations, or Associate Director for Administration. Records may include prepared speeches and transcripts.</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GRS or Superseded Authority Citation N1-527-99-003 / 1A</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at the end of the individual's tenure.</p> <p>Transfer to Inactive Storage Transfer inactive files to a Federal Records Center 5 years after cutoff.</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? From 1980 To 1999</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer when all records in an individual's tenure are 15 years old.</p>	
	Estimated Current Volume	Annual Accumulation
Electronic/Digital	250 MB	10 MB
Paper	2 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

2

Speeches and Testimony by United States Marshal Service Personnel

Disposition Authority Number **DAA-0527-2013-0027-0002**

Recordkeeping copy of speech or testimony prepared for USMS personnel other than the Director, Deputy Director, Associate Director for Operations, or Associate Director for Administration. Records may include prepared speeches and transcripts. These speeches are not necessary to document the Agency or its programs.

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 **N1-527-99-003 / 2A**

Disposition Instruction

Cutoff Instruction **Cutoff files annually after speech or testimony is delivered.**

Retention Period **Destroy 5 year(s) after cutoff.**

Additional Information

GAO Approval **Not Required**

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Working Papers

Disposition Authority Number **DAA-0527-2013-0027-0003**

Supporting materials designed to help USMS personnel when providing testimony or making speeches. These records may contain a variety of materials depending on the purpose of the speech/testimony.

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
Disposition Instruction	
Cutoff Instruction	Cutoff files at end of the calendar year in which the associated speech/testimony was delivered.
Retention Period	Destroy 5 year(s) after cutoff or no longer needed 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 for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/28/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
02/28/2014	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
04/01/2014	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/27/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/02/2014	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
11/25/2014	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/01/2014	Submit For Certification	Sharilyn Connally	Assistant Chief	Management Support Division - Office of

				Policy and Records Management
12/03/2014	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
05/26/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/15/2015	Submit For Certification	Leah Heuer	Records Support Staff	Management Support Division - Office of Policy and Records Management
07/15/2015	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
09/22/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/23/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist