

Request for Records Disposition Authority

Records Schedule Number DAA-0527-2013-0028
Schedule Status Approved

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 Inspection
Minor Subdivision Internal Affairs
Schedule Subject Internal Affairs Investigation Records
Internal agency concurrences will be provided No

Background Information The Office of Internal Affairs conducts investigations and maintains records of alleged incidents of misconduct on the part of United States Marshals Service employees.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0028

Sequence Number	
1	Internal Investigations Disposition Authority Number: DAA-0527-2013-0028-0001
2	Correspondence Disposition Authority Number: DAA-0527-2013-0028-0002
3	Significant Cases Disposition Authority Number: DAA-0527-2013-0028-0003

Records Schedule Items

Sequence Number	
1	<p>Internal Investigations</p> <p>Disposition Authority Number DAA-0527-2013-0028-0001</p> <p>Administrative and Criminal Investigation files include the original complaint or report and reports developed or collected during the course of the OIA's investigation. When applicable, these files should include a completed copy of Form USM-133, Use of Force Report; and Form USM-134, Affidavit Regarding Loss or Damage to Government Property.</p> <p>Final Disposition Temporary</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GRS or Superseded Authority Citation N1-527-99-004 / 1 N1-527-99-004 / 2 N1-527-99-004 / 4 N1-527-99-004 / 5 N1-527-99-004 / 6</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff file after the internal investigations are closed.</p> <p>Retention Period Destroy 75 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Correspondence</p> <p>Disposition Authority Number DAA-0527-2013-0028-0002</p> <p>Correspondence that does not directly relate to allegations of misconduct, procedural violations, and prisoner complaints. Examples include integrity checks, other governmental inquiries, and miscellaneous correspondence not related to known misconduct cases. Correspondence that is related to active cases is already included in the case file and as such would be retained with the relevant case.</p>

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	N1-527-99-004 / 3
Disposition Instruction	
Cutoff Instruction	Cutoff correspondence files at the end of each fiscal year.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Significant Cases	
Disposition Authority Number	DAA-0527-2013-0028-0003
The Office of Internal Affairs maintains investigative files that are deemed to have a permanent or enduring archival value. A case can be regarded as significant in terms of its legal impact on statutes, rules or regulations of law enforcement policies; or in terms of the intensity of public interest, expressed by an inquiry from a Congressional Committee or the Executive Office of the President, or a high degree of national media attention.	
Final Disposition	Permanent
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	N1-527-99-004 / 7

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Disposition Instruction

Cutoff Instruction Cutoff file after case has been closed.
Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after 25 years.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1978 To 1990

How frequently will your agency transfer these records to the National Archives? Every 25 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		25 MB
Paper	5 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
06/20/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/20/2014	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
10/22/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/27/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/28/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/29/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist