

Request for Records Disposition Authority

Records Schedule Number DAA-0527-2013-0029
 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 Justice Prisoner & Alien Transportation System
 Schedule Subject Aircraft Files
 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	14

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0029

Sequence Number	
1	Aircraft Maintenance Instruction Files Disposition Authority Number DAA-0527-2013-0029-0001
2	Aircraft, Aircraft Engines, and Propellers Historical Files
2 1	When aircraft, aircraft engines, and propellers are transferred or sold as surplus Disposition Authority Number DAA-0527-2013-0029-0002
2 2	When aircraft, aircraft engines, and propellers are scrapped Disposition Authority Number DAA-0527-2013-0029-0003
2 3	When aircraft, aircraft engines, and propellers are destroyed in an accident Disposition Authority Number DAA-0527-2013-0029-0004
3	Aircraft Log Book Files
3 1	When the aircraft is sold or transferred Disposition Authority Number DAA-0527-2013-0029-0005
3 2	When the aircraft is scrapped Disposition Authority Number DAA-0527-2013-0029-0006
3 3	When the aircraft is destroyed in an accident Disposition Authority Number DAA-0527-2013-0029-0007
3 4	Binder and remaining copies Disposition Authority Number DAA-0527-2013-0029-0008
4	Aircraft Maintenance Management Correspondence and Service Files Disposition Authority Number DAA-0527-2013-0029-0009
5	Aircraft Status Files
5 1	Aircraft daily status reports Disposition Authority Number DAA-0527-2013-0029-0010
5 2	Monthly Aircraft Status Reports Disposition Authority Number DAA-0527-2013-0029-0011
5 3	Aircraft Master Lists Disposition Authority Number DAA-0527-2013-0029-0012
6	Aircraft Program Management Files Disposition Authority Number DAA-0527-2013-0029-0013
7	Electronic Source records generated or received on Email, word processing or Spreadsheet applications Disposition Authority Number DAA-0527-2013-0029-0014

Records Schedule Items

Sequence Number	
1	<p>Aircraft Maintenance Instruction Files</p> <p>Disposition Authority Number DAA-0527-2013-0029-0001</p> <p>Manuals, circulars, change orders, aircraft electronic equipment modifications field maintenance bulletins, safety circulars, avionic test equipment modifications, and related aircraft and avionics maintenance directives</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? Yes</p> <p>GRS or Superseded Authority Citation N1-527-98-1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after superseded or cancelled</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Aircraft, Aircraft Engines, and Propellers Historical Files</p> <p>Documents maintained for the purpose of reflecting a complete record of the condition and serviceability of USMS aircraft, aircraft engines and propellers, including aircraft, aircraft engines, and propeller log books, service bulletins that describe aircraft maintenance and modification, inspection and maintenance records, malfunction and defect reports, airworthiness applications, and supporting papers, and related aircraft card records</p>
2 1	<p>When aircraft, aircraft engines, and propellers are transferred or sold as surplus</p> <p>Disposition Authority Number DAA-0527-2013-0029-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>

	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	N1-527-98-1
	Disposition Instruction	
	Cutoff Instruction	Transfer related file with aircraft, aircraft engine and propellers
	Retention Period	Transfer related file with aircraft, aircraft engine and propellers
	Additional Information	
	GAO Approval	Not Required
2 2	When aircraft, aircraft engines, and propellers are scrapped	
	Disposition Authority Number	DAA-0527-2013-0029-0003
	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	N1-527-98-001
	Disposition Instruction	
	Retention Period	Destroy 1 year(s) after material is scrapped
	Additional Information	
	GAO Approval	Not Required
2 3	When aircraft, aircraft engines, and propellers are destroyed in an accident	
	Disposition Authority Number	DAA-0527-2013-0029-0004

	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	N1-527-98-001
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after the applicable accident
	Additional Information	
	GAO Approval	Not Required
3	Aircraft Log Book Files	
	After the permanent copy and aircraft service base copies are withdrawn from the original binder	
3 1	When the aircraft is sold or transferred	
	Disposition Authority Number	DAA-0527-2013-0029-0005
	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	N1-527-98-1
	Disposition Instruction	
	Retention Period	The permanent copy will be transferred with the Aircraft files when the aircraft is sold or transferred
	Additional Information	

3 2

GAO Approval Not Required

When the aircraft is scrapped

Disposition Authority Number DAA-0527-2013-0029-0006

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 N1-527-98-1

Disposition Instruction

Retention Period Destroy 1 year(s) after the aircraft is scrapped

3 3

GAO Approval Not Required

When the aircraft is destroyed in an accident

Disposition Authority Number DAA-0527-2013-0029-0007

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

Disposition Instruction

Retention Period Destroy the permanent copy when the investigative authority has released the aircraft records, but no sooner than 5 years

Additional Information

3 4

GAO Approval Not Required
Binder and remaining copies
Disposition Authority Number DAA-0527-2013-0029-0008
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 N1-527-98-1
Disposition Instruction
Retention Period Destroy immediately after 1 year

Additional Information

4

GAO Approval Not Required
Aircraft Maintenance Management Correspondence and Service Files
Disposition Authority Number DAA-0527-2013-0029-0009
Documents used by the Contractor in the USMS maintenance facility and other data related to the work hours and utilization and maintenance costs Aircraft records consisting of cost record indicating parts used, man hour cost record, gas and oil record, record of incoming invoices and work orders, work load reports, and other data which reflect work hours, utilization and maintenance costs
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 N1-527-98-1

5	Disposition Instruction		
	Retention Period	Destroy 6 year(s) and 3 month(s) after all invoices are closed out and no contractual responsibilities exist between the USMS and the contractor	
	Additional Information		
	GAO Approval	Not Required	
	Aircraft Status Files		
	Documents indicating the authorized allowances and operating conditions (availability) of aircraft for mission assignments		
	5 1	Aircraft daily status reports	
		Disposition Authority Number	DAA-0527-2013-0029-0010
		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	N1-527-98-1
		Disposition Instruction	
Retention Period		Destroy 1 year(s) after creation	
Additional Information			
GAO Approval	Not Required		
5 2	Monthly Aircraft Status Reports		
	Disposition Authority Number	DAA-0527-2013-0029-0011	
	Final Disposition	Temporary	
	Item Status	Withdrawn	
	Is this item media neutral?	Yes	
	Do any of the records covered by this item currently exist in	Yes	

5 3

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 N1-527-98-1

Disposition Instruction

Retention Period Destroy 2 year(s) after creation.

Additional Information

GAO Approval Not Required

Aircraft Master Lists

Disposition Authority Number DAA-0527-2013-0029-0012

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 N1-527-98-1

Disposition Instruction

Retention Period Destroy 1 year(s) after creation.

Additional Information

GAO Approval Not Required

6

Aircraft Program Management Files

Disposition Authority Number DAA-0527-2013-0029-0013

Correspondence, instruction studies, interpretation, and coordinating actions related to the administration and management of the aircraft program.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

7	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	N1-527-98-1
	Disposition Instruction	
	Retention Period	Destroy 6 year(s) after creation or when instructions, etc., are superseded, obsolete, or no longer needed for reference occurs, whichever is later
	Additional Information	
	GAO Approval	Not Required
	Electronic Source records generated or received on Email, word processing or Spreadsheet applications	
	Disposition Authority Number	DAA-0527-2013-0029-0014
	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	N1-527-97-1
	Disposition Instruction	
	Retention Period	Destroy immediately after the record copy has been generated and filed.
	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