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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0527-2017-0007

Request for Records Disposition Authority

Records Schedule Number DAA-0527-2017-0007
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 and Multimedia Services
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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Outline of Records Schedule Items for DAA-0527-2017-0007

Sequence Number	
1	Chronological Photographic File Relating to Marshals Service Officials, Activities and Facilities
1.1	High-Level Officials. Disposition Authority Number: DAA-0527-2017-0007-0001
1.2	Routine Subjects Disposition Authority Number: DAA-0527-2017-0007-0002
2	Chronological Photographic File Relating to Marshals Service Officials, Activities, and Facilities
2.1	High-level officials Disposition Authority Number: DAA-0527-2017-0007-0003
2.2	Routine Subjects Disposition Authority Number: DAA-0527-2017-0007-0004
3	Logbooks Disposition Authority Number: DAA-0527-2017-0007-0005
4	Select Subject Print and Slide File Relating to Marshals Service Personalities and Activities Disposition Authority Number: DAA-0527-2017-0007-0006
5	Historical Prints, Negatives and Slides Gathered for Marshals Service Magazines and Exhibits Disposition Authority Number: DAA-0527-2017-0007-0007
6	Posters Generated by the Marshals Service
6.1	Posters relating to Marshals Officials, operations, achievements, historical commemorations, and other mission-related subjects. Covers years circa 1970-present. Disposition Authority Number: DAA-0527-2017-0007-0008
6.2	Posters relating to routine events and subjects common to most agencies Disposition Authority Number: DAA-0527-2017-0007-0009

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Records Schedule Items

Sequence Number	
1	Chronological Photographic File Relating to Marshals Service Officials, Activities and Facilities
1.1	High-Level Officials. Disposition Authority Number DAA-0527-2017-0007-0001 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. Covers years circa 1987-1996. 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. 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? No GRS or Superseded Authority Citation N1-527-97-007 / 1A/1 N1-527-97-007 / 1A/2 Disposition Instruction Cutoff Instruction Cut off at end of calendar year. Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after schedule is approved. Additional Information

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	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 One time transfer.
1.2	Routine Subjects	
	Disposition Authority Number	DAA-0527-2017-0007-0002
	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	
2.1	High-level officials	
	Disposition Authority Number	DAA-0527-2017-0007-0003
	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	

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bearing on unique agency responsibilities. Covers years circa 1997-present.
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? No

Manual Citation	Manual Title
N1-527-97-007 / 2A/1	
N1-527-97-007 / 2A/2	

GRS or Superseded Authority Citation N1-527-97-007

Disposition Instruction

Cutoff Instruction Cutoff at end of calendar year.

Transfer to the National Archives for Accessioning Transfer to National Archives in 5-year blocks immediately after the last year in the block.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1997 To 2012

How frequently will your agency transfer these records to the National Archives? Every 5 Years

2.2

Routine Subjects

Disposition Authority Number DAA-0527-2017-0007-0004

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. Covers years circa 1997-present. Prints. Volume on hand: c. 2100 prints, mostly

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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? No

GRS or Superseded Authority Citation N1-527-97-007 / 1B/1
N1-527-97-007 / 1B/2

Disposition Instruction

Retention Period Destroy when no longer needed for agency business.

Additional Information

GAO Approval Not Required

Logbooks

Disposition Authority Number DAA-0527-2017-0007-0005

Documenting photographic and other visual product assignments. 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 N1-527-97-007 / 3

Disposition Instruction

Cutoff Instruction Highlight entries for assignments involving permanent photographs; ensure that such assignment numbers are correlated with relevant prints and negatives; and

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		transfer logbook segments, at the same time as the corresponding prints and negatives.
	Transfer to Inactive Storage	Transfer to the National Archives in 5 year blocks immediately after teh last year in the block wiht corresponding prints and negatives in Items 0001 and 0002.
	Transfer to the National Archives for Accessioning	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?	From 1987 To 2012
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
4	Select Subject Print and Slide File Relating to Marshals Service Personalities and Activities	
	Disposition Authority Number	DAA-0527-2017-0007-0006
	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. Covers years circa 1987-present. 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?	No
	GRS or Superseded Authority Citation	N1-527-97-007 / 4
	Disposition Instruction	

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5	Cutoff Instruction	Cutoff at end of calendar year. Ensure that each image is properly captioned and linked to any corresponding item in the chronological negative file.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks immediately after last year in the block.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1987 To 2012
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
	Historical Prints, Negatives and Slides Gathered for Marshals Service Magazines and Exhibits	
	Disposition Authority Number	DAA-0527-2017-0007-0007
	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?	No
	GRS or Superseded Authority Citation	N1-527-97-007 / 5
	Disposition Instruction	
Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after approval of this schedule.	
Additional Information		

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	First year of records accumulation	1590
	End year of records accumulation	1990
	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 One time transfer.
6	Posters Generated by the Marshals Service	
6.1	Posters relating to Marshals Officials, operations, achievements, historical commemorations, and other mission-related subjects. Covers years circa 1970-present.	
	Disposition Authority Number	DAA-0527-2017-0007-0008
	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?	No
	GRS or Superseded Authority Citation	N1-527-97-007 / 6/A
	Disposition Instruction	
	Cutoff Instruction	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 in 5 year blocks immediately after last year in block.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1970 To 2012

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6.2	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
	Posters relating to routine events and subjects common to most agencies	
	Disposition Authority Number	DAA-0527-2017-0007-0009
	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. Covers years circa 1970-present. 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?	No
	GRS or Superseded Authority Citation	N1-527-97-007 / 6/B
	Disposition Instruction	
	Retention Period	Destroy when no longer needed for agency business.
	Additional Information	
GAO Approval	Not Required	

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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
12/21/2016	Return to Submitter	Sharilyn Connally	Agency Records Officer	Agency Wide - Agency Wide
12/21/2016	Return to Submitter	Sharilyn Connally	Agency Records Officer	Agency Wide - Agency Wide
12/28/2016	Certify	Sharilyn Connally	Agency Records Officer	Agency Wide - Agency Wide
04/20/2017	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/15/2017	Submit For Certification	Blair Heinrich	Administrative Support Specialist	Management Support Division - Office of Policy and Records Management
06/15/2017	Certify	Arelia Wynn	Management and Program Analyst	Management Support Division - Records Management
11/15/2018	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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