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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-527-00-3</i> | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | DATE RECEIVED <i>6/30/00</i> | |
| 1. FROM (Agency or establishment) United States Marshals Service | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION | | | |
| 3. MINOR SUBDIVISION | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Robert Goewey | 5. TELEPHONE 202-307-5187 | DATE <i>1-5-01</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i> |
| 6. 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 on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Goewey</i> | TITLE <i>Records Manager</i> | |
| 7. Item No. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1 | <p>This schedule supercedes NI-118-91-2</p> <p>Felony Investigative Files These files consist of but are not limited to warrants for arrest, Personal History Statement of Defendant, Bond Judgments, Judgment and Commitment document investigative Notes. reports of investigation, judicial documents, grand jury material, investigative material etc.</p> <p>a. Open File. Arranged alphabetically.</p> <p>DISPOSITION: TEMPORARY:</p> <p>a. Closed File. Paper Records Case files are retained for one year after File is closed, and transferred to a records center. Paper files are destroyed after 25 Years.</p> <p>b. Or if desired the electronic procedure may be followed</p> <p><i>Agencies NARA NARA NARA</i></p> | | |

Discussed with Robert Goewey 7/10/00

Electronic Records: Closed case files are scanned onto a file server while active and when they become inactive transferred to CDs. and once verified the paper records may destroyed. The CDs or their successor media are destroyed after 25 years.

2 Misdemeanor Case Files:

These files may consist of but are not limited to warrants for arrest, Personal History Statement of Defendant, Bond Judgments, Judgment and Commitment document investigative Notes. reports of investigation, judicial documents, grand jury material, investigative material etc.

a. **DISPOSITION: TEMPORARY:** Upon closure of the case the records will be closed and retained for 5 years and destroyed.

b. **Electronic Records.** Closed cases will be scanned onto CD Roms and once information is verified the paper records may be destroyed. The CDs will be destroyed in after 5 years.

3 Traffic cases:

May consist of warrants for arrest, notice before arrest, reports of investigation, investigative material.

DISPOSITION: TEMPORARY: Upon closure of the case the records will be closed and retained for 2 years and destroyed. The original documents are returned to the courts, and the remaining documentation is for convenience only.

Electronic Records. Closed cases will be scanned onto CD Roms and once information is verified the paper records may be destroyed. The CDs will be destroyed in after 2 years.

4 Case files selected as significant by The Deputy Director because the issue had an impact on a statute, rule, regulation, or law enforcement policy, e.g., set a precedent, or received local, regional or national media attention, or the interest of a Congressional

committee, or the Executive Office of the President, or widespread public interest.

DISPOSITION: PERMANENT Transfer the paper file separately from other case files to the Records Center one year after case is closed. Offer to NARA 25 years after case is closed.

5 **Electronic Mail and Word Processing System Copies**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is completed.