

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>Ni-527-02-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/22/02</i>	
1. FROM (Agency or establishment)  United States Marshals Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION  Executive Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER  Robert Goewey	5. TELEPHONE  202 307-5187	DATE <i>11-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>J. 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 <input checked="" type="checkbox"/> 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 <i>7/2/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Goewey</i> Robert J. Goewey	TITLE Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1.</i>	Orientation and Briefing Books a collection of miscellaneous materials assembled together for Senior Management of the United States Marshals Service. The purpose of providing these materials is to assist them in providing testimony to The Department of Justice, Congress, and other organizations  The materials are normally kept in notebooks and contain a variety of different materials depending on the purpose of the briefing.  DISPOSITION: PERMANENT  Transfer to the Washington National Records Center in three year blocks. Transfer to the National Archives and Records Administration when 10 years old.		

*cc. Agency NR, NWMD, NWMD*

## 2. 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 the 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.

**DISPOSITION:** Temporary

a. Copies that have no further administrative after the recordkeeping copy is made. Included 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.

Temporary: Destroy/delete with 180 days after the record keeping copy has been produced.

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

Temporary: Destroy/delete when dissemination, revision, or updating is complete.