

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-527-97-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>12-02-96</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  Prisoner Services			
3. MINOR SUBDIVISION  Prisoner Transportation			
4. NAME OF PERSON WITH WHOM TO CONFER  Robert Goewey	5. TELEPHONE  202-307-5187	DATE <i>3-10-97</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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE November 15, 1996	SIGNATURE OF AGENCY REPRESENTATIVE Robert J. Goewey <i>Robert J. Goewey</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	USM Form 106, Request for Move. Arranged by fiscal year and thereunder by region of country - separate series exist for airlift flights, again by region.  Cut off annually. Destroy when two years old.		
2	Manifest Files. Records documenting each separate trip made in a government owned or contracted conveyance, be it by a single individual or many.  Cut off annually. Destroy when two years old.		
3	Central ticketing travel files. Defendants traveling under bond, or witnesses traveling under court order, or special assignment deputies.		

Documentation of unescorted travel by defendants or witnesses are disposed of in accordance with the USM 106 directions.

- 4 Special assignments and administrative travel records are disposable under the GRS, and the ticketing staff are observing the six year three month retention period.