

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-527-97-5</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>12-16-96</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Director			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Robert Goewey	5. TELEPHONE 202-307-5187	DATE <i>5-22-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <i>Dec 4, 1996</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Files consist of records resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions. These files include correspondence, applications for employment, resumes, background information about individuals, financial disclosure forms, security clearances, (Note: The FBI background information is not held by the Marshals Service, Upon completion of the Marshals Service review this material is returned to the Department of Justice.) White house clearance checklists, and other documentation relating to the selection, clearance, and appointment of political appointees.</p> <p>a. Appointees. Destroy at the end of the Presidential administration during which the individual is hired, or at such time as the appointee is replaced, except any original material appropriate for filing in OPFs, which should be placed in those files.</p>		

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b. Non-appointees. Close file on termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered.

c. Correspondence between the Marshals Service and the potential appointee may be destroyed upon confirmation or abandonment of appointment