

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-527-97-8</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5-7-97</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Deputy Director			
3. MINOR SUBDIVISION Office of Special Assignments			
4. NAME OF PERSON WITH WHOM TO CONFER Sheri Strasbaugh	5. TELEPHONE 202-307-9027	DATE <i>7-25-97</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 <i>5/2/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>From time to time it is necessary to supplement the workforce of a Judicial District with personnel from other districts. This is processed through the Office of Special Assignments. The Office of Special Assignments Sends, via FAX a levy to selected districts authorizing Them to send "x" number of personnel to the district requesting assistance.</p> <p>The levy includes the number of people to be sent (no names) the authorization number, there are no details of the nature of the assignment, and instructions on which office to call to arrange the travel.</p> <p>DISPOSITION: Close out file annually, destroy one year after closeout.</p> <p>Volume: Approximately 1 cu ft annually.</p>		