

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-527-97-10</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-7-97</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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  Human Resources Division			
3. MINOR SUBDIVISION  Training Academy			
4. NAME OF PERSON WITH WHOM TO CONFER  Donna Ishmael	5. TELEPHONE  912-267-2154	DATE <i>10-14-97</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 <u>2</u> 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>7-2-97</i>	SIGNATURE OF AGENCY REPRESENTATIVE Robert Goewey <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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.	Historical Records of the United States Marshals Service Training Academy. (Ca 1940-1970, bulk in latter years) Arranged alphabetically by State and thereunder by District (Easter, Northern, etc.) This series is comprised of four file drawers or approximately 6 cu. ft. of records. The file folders contain relatively routine correspondence between district Marshals and Justice Department Headquarters on a variety of issues.  Closed Series: 6 cu. ft.  DISPOSITION: Permanent. Transfer to the National Archives and Records Administration upon approval of schedule.		
2.	Class Files, 1970s to present (formally maintained by student Name until the mid-1970s). Contains nominations for training, confirmation, preliminary, interim and final		

*copy to: agency (now filed)  
NWDN, ~~NWR~~*

rosters of students, student test papers and examinations, graduating class photo, and miscellaneous papers.

DISPOSITION: Temporary. Cut off annually upon graduation of class. Transfer to the Atlanta Ga. Federal Records Center when 5 years old.. Destroy when 20 years old.

3. Curriculum Development Files: ca 1990-present, arranged By subject. Contains studies, reports, and correspondence identifying and evaluating curriculum issues.

DISPOSITION: Permanent. Cut off annually. Transfer to The Atlanta Ga. Federal Records Center when 3 years old. Transfer to the National Archives and Records Administration When 20 years old.

4. Published course and training materials: Place a copy of each approved work in a master file.

DISPOSITION: Permanent. Cut off file upon accumulation of at least one cubic foot or ten years accumulation, which ever comes first. Transfer to the National Archives and Records Administration five years after cutoff.

5. Videotape Materials

United States Marshals Service or contract produced formal formal videos. Consists of processed instructional videos produced by or for the Service as a formal training aid depicting USMS official operating procedures such as prisoner restraint or judicial protection, or videotapes of speeches given by USMS high-level officials. The primary record element is the earliest generation of the videotape or where the distribution copies of the tape were produced from film, the master film. *An additional copy is required for reference use.*

DISPOSITION: Permanent. Place record <sup>primary</sup> copy in a separate <sup>elements</sup> file. Cut off in 5 year blocks and transfer to the National Archives and Records Administration headquarters in Washington, D.C. when oldest record is 10 years old.

*Include any finding aids or production documentation or accompany educational materials in file as well.*

6. All other Videos: Ad Hoc video presentations developed for individual instructors used to illustrate techniques such as prisoner control, threat identification and acquired materials.

DISPOSITION: Temporary. Destroy when no longer needed.