

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-527-98-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8-18-98</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Division			
3. MINOR SUBDIVISION JPATS			
4. NAME OF PERSON WITH WHOM TO CONFER Dave Flowers	5. TELEPHONE 405 680-3460	DATE <i>12-1-98</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 <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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>8-13-98</i>	SIGNATURE OF AGENCY REPRESENTATIVE Robert J. Goewey <i>Robert J. Goewey</i> <i>202-307-5187</i>	TITLE Records Manager	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Aircraft Maintenance Instruction Files. Manuals, circulars, change orders, aircraft electronic equipment modifications field maintenance bulletins, safety circulars, avionic test equipment modifications, and related aircraft and avionics maintenance directives. DISPOSITION: Destroy when superseded or canceled.		
2	Aircraft, Aircraft Engines, and Propellers Historical Files. Documents maintained for the purpose of reflecting a complete record of the condition and serviceability of USMS aircraft, aircraft engines and propellers, including aircraft, aircraft engines, and propeller log books, service bulletins that describe aircraft maintenance and modification, inspection and maintenance records, malfunction and defect reports, airworthiness applications, and supporting papers, and related aircraft card records.		

DISPOSITION: A. When aircraft, aircraft engines, and propellers are transferred or sold as surplus: Transfer related file with aircraft, aircraft engines and propellers.

B. When aircraft, aircraft engines, and propellers are scrapped: Destroy related file when 1 year old.

C. When aircraft, aircraft engines, propellers are destroyed in an accident: Destroy related file when 2 years old.

- 3 Aircraft Log Book Files. After the permanent copy and aircraft service base copies are withdrawn from the original binder.

DISPOSITION: A. The permanent copy will be transferred with the Aircraft files when the aircraft is sold or transferred.

B. When the aircraft is scrapped the permanent copy will be destroyed One year after the aircraft is scrapped.

C. When the aircraft is destroyed in an accident: Destroy the permanent copy when the investigative authority has released the aircraft records, but no sooner than 5 years.

D. Destroy the binder and remaining copies when 1 year old.

4. Aircraft Maintenance Management Correspondence and Service Files. Documents used by the Contractor in the USMS maintenance facility and other data related to the work hours and utilization and maintenance costs. Disposition: Aircraft records consisting of cost record indicating parts used, manhour cost record, gas and oil record, record of incoming invoices, and work orders, work load reports, and other data which reflect work hours, utilization and maintenance costs. These records will be destroyed 6 years and 3 months after all invoices are closed out, and no contractual responsibilities exist between the USMS and the contractor.

5. Aircraft Status Files. Documents indicating the authorized allowances and operating conditions (availability) of aircraft for mission assignments.

DISPOSITION: A. Aircraft daily status reports: Destroy after 1 year. B. Monthly aircraft status reports: Destroy after 2 years. C. Aircraft master lists: Destroy after 1 year.

6. Aircraft Program Management Files. Correspondence, instruction studies, interpretation, and coordinating actions related to the administration and management of the aircraft program.

DISPOSITION: Destroy when 6 years old, or if instructions etc., are superseded, obsolete, or no longer needed for reference, *whichever is later.*

*per 11/14/98
cmv w/Goewig*

4. Electronic Source records generated or received on E-Mail, word processing or Spreadsheet applications may be destroyed after the record copy has been generated and filed.