

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-527-99-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3-18-99</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER  Ted Stoler	5. TELEPHONE  703 416-8924	DATE <i>6-29-99</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>X</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>4-1-99</i>	SIGNATURE OF AGENCY REPRESENTATIVE Robert J. 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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>Records of Prisoners in Federal Custody. The individuals are being transferred for court appearances, to a designated institution to serve court imposed sentence or other actions ordered by the courts.</p> <p><i>a</i> The files consist of but are not limited to: Personal History Photograph, Fingerprints, Medical Record, Custody record, Property receipt, Security Alert Notice (If appropriate).</p> <p>DISPOSITION: The files will be closed upon the prisoner being transferred from the custody of the U.S. Marshals Service. The files will be cutoff annually transferred to a Federal Records Center (FRC) one year after cutoff and destroyed after 10 years or sooner if ordered by the Court.</p>		

*[Signature]* 4-1-99 *[Signature]* 4-1-99  
 NARA appraiser      date      Agency representative      date

Prescribed by NARA 36 CFR 1228  
*4-1-99* *[Signature]* *7/9/99* copies to  
 AC C NWMB NWME + NW

- b. Records of Prisoners in Federal Custody tracking database. Electronic tracking system maintained in stand alone systems and/or file servers, the Prisoner Tracking System, or successor systems maintained by the U.S. Marshals Service.

DISPOSITION: Delete 25 years after the prisoner is transferred from the custody of the U.S. Marshals Service.

- 1. Input

DISPOSITION: See Item 1a.

- 2. Output consisting of Prisoner Tracking Reports prepared by the USMS districts (USM-Form 268, 268a, or equivalent) from the Prisoner Tracking System database or successor systems.

- a. District Copies of Reports.

DISPOSITION: Cutoff files annually. Destroy when 2 years old.

- b. Headquarter Copies of Reports.

DISPOSITION: Cutoff files annually. Destroy when 5 years old.

- 2. Prisoner Remand or Order to Deliver and Receipt for United States Prisoners database. Electronic database used to record the transfer of prisoners to and from the custody of the U.S. Marshals Service.

DISPOSITION: Delete 25 years after the prisoner is transferred from the custody of the U.S. Marshals Service.

- a. Prisoner Remand or Order to Deliver and Receipt for United States Prisoners form (USM -41 or

equivalent) entered into the database.

**DISPOSITION:** Destroy 1 year after entry into the database.

- b. Output consisting of ad hoc periodic tracking reports.

**DISPOSITION:** Destroy when no longer needed for reference purposes.

- 3. Jail Inspection Records. Annual inspections conducted of detention facilities which provide space for Federal prisoners to ensure that standards are met. (USM Form 218 or equivalent). This series is media neutral and the disposition applies to copies in all media and formats.

- a. District Inspection Reports.

**DISPOSITION:** Cutoff files annually. Destroy 5 years after cutoff.

- b. Headquarters Review Copies.

**DISPOSITION:** Cutoff files annually. Destroy 2 years after cutoff.

- 4. Prisoner Death Investigation. Summary report of findings prepared by responsible investigative agencies when a prisoner dies in the custody of the U.S. Marshals Service.

- a. District Investigation Report. File in Records of Prisoners in Federal Custody Files (Item 1a).

- b. Headquarters Review Copy.

**DISPOSITION:** Cutoff files annually. Destroy 2 years after cutoff.

- c. Electronic Mail and Word Processing System Copies. Electronic copies of

records that are created on electronic  
mail and word processing systems  
and used solely to generate a  
recordkeeping copy of the records  
covered by items a and b.

**DISPOSITION:** Destroy/delete after the  
recordkeeping copy has been produced.