

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-527-99-3</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>07/20/99</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Executive Services Division			
3 MINOR SUBDIVISION Congressional and Public Affairs			
4 NAME OF PERSON WITH WHOM TO CONFER Thomas E Connor	5 TELEPHONE 202-307-9220	DATE <i>12-3-99</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>7-12-99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. [Signature]</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	<p>Speeches and Congressional Testimony</p> <p>Contains speeches prepared for delivery while representing the United States Marshals Service at Government, civic and professional conferences and meetings</p> <p>a Speeches and congressional testimony by the Director, Deputy, and Associate Director</p> <p>DISPOSITION Permanent Cut off files annually, Keep inactive files in the office for up to five years after cutoff, Then transfer to a Federal Records Transfer to the National Archives 10 years after cut off</p> <p>b. Electronic Mail and Word Processing System Copies</p> <p>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</p>		

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

DISPOSITION

a Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are only used to produce the recordkeeping copy

Destroy/delete within 180 days after the recordkeeping copy has been produced or when no longer needed for administrative reference or additional work product use

b Copies used for dissemination, revision, or updating ~~is~~
~~complete~~

Destroy/delete when dissemination, revision, or updating is completed.

2

a. Speeches and other testimony by other United States Marshal Service personnel. The speeches are not necessary to document the Agency or its programs

DISPOSITION

Cut off files annually. Destroy when 5 years old or sooner if no longer needed

b. 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

Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Destroy/delete within 180 days after the recordkeeping copy has been produced

b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Destroy/delete when dissemination, revision, or updating is completed