

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1-118-76-2</b>	
DATE RECEIVED <b>FEB 11 1976</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>2-18-76</b> Date	<i>James B. Rhoads</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of Justice

2 MAJOR SUBDIVISION  
United States Marshals Service

3 MINOR SUBDIVISION  
Administrative Services Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Suzanne Ripley

5 TEL EXT  
(IDS 187)  
2780/2819

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention

C DATE <u>2/11/76</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>David G. G...</i>	E TITLE <u>for Chief, Facilities Management Section.</u>
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	Records as described by Attachment, Section 475.01 thru 475.05, United States Marshals Manual, inclusive; records as described held by 88 Marshals in Continental U.S., and 1 Marshal in each of the following states or territories - Alaska, Canal Zone, Guam, Hawaii, Puerto Rico, and the Virgin Islands.		

*Copies to All FRC's 2/24/76 CD*

*23 items*

Section 475 Disposal of Records

Records which are not needed in the transaction of current business, but which, in the opinion of the marshal, are of permanent value or historical interest, and, therefore, should not be destroyed should be described in a letter to the Office of the Director as to the type of material, inclusive dates, and quantity in linear feet, accompanied by a recommendation as to whether the records should be retained in the office of the marshal or transmitted to the Department in order that they may be sent to the National Archives for reconditioning and accession.

Outlined below is a disposal schedule which covers records of the offices of the marshals which have been authorized for destruction ~~by Congress~~ after they have been in existence for the period of time indicated. Records similar to those covered in the disposal schedule should be destroyed when they have reached the designated period of time shown, but records needed for reference purposes should be destroyed only when they have no further reference value.

Non-record material needs no authorization for disposal. This includes material maintained for convenience of reference, stocks of printed material, extra copies, briefs, daybooks, etc.

Records may be disposed of by:

(a) Burning, in the presence of a representative of the marshal's office, of all confidential records, or other records which, in the opinion of the officer having jurisdiction over the records, require destruction to avoid disclosure of information that might be prejudicial to the interests of the Government. All Federal Bureau of Investigation reports or other investigative reports must be considered confidential.

(b) Sale as waste paper after maceration or treatment to destroy the record contents, in the presence of a representative of the marshal's office, of all records not included in Item (a) above.

Upon destruction of any records, a report should be forwarded to the Director, United States Marshals Service stating the type of records, the number of cubic feet, the date of disposal and the method by which the records were disposed of. Authority to destroy records, other than those similar to records in the disposal schedule, must be obtained from the Office of the Director, United States Marshals Service.

<u>Item No.</u>	<u>Type of Records</u>	<u>Retention Period</u>
	Certificates of Deposit, SF-209 balance statements and proof of depository balances. Receipts, such as USM-303 All other financial records and reports, which either support or are copies of documents forwarded to other Department of Justice components or to GAO Authorizations to incur expenses, such as DJ-25	
4.	General Accounting Office exceptions, suspensions, disallowances, and explanations	Dispose 1 year after exception is cleared by GAO
5.	Records on sales and storage of seized goods (Such as USM-101 and USM-102)	Dispose after 3 years.
6.	General Files of administrative correspondence, not including policy or precedent files, and not including records antedating 1912	Dispose after 3 years
7.	Quarterly statistical reports, such as USM-6	Dispose after 3 years
8.	Daily Log, Daily Activity Report and similar reports of individuals' work activities, such as USM-110, USM-36, USM-309	Dispose after 10 years. Transfer to FRC after 3 yrs.
9.	Requisition for supplies	Dispose after 6 months
10.	Certificates of attendance of witnesses and jurors	Dispose after 3 years
11.	Court Orders	Dispose after 3 years

<u>Item No.</u>	<u>Type of Records</u>	<u>Retention Period</u>
(c)	SF-1130's, other than final card, covering all employees of the marshals office, other than the marshal	Dispose 3 years after audit of related pay records