

Rev NCD 198480 14

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO NCI-118-80-1
DATE RECEIVED Sept. 22, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
11-3-80 <i>[Signature]</i> Date 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
U.S. Marshals Service

3 MINOR SUBDIVISION
Office of Internal Investigations

4 NAME OF PERSON WITH WHOM TO CONFER
Robert D. Schmidt
Chief Inspector

5 TEL EXT
285-1155

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 3 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 8/29/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Christine G. Johnson</i>	E TITLE Records Officer, U.S. Marshals Service
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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.	<p>Description of content and arrangement of records.</p> <p>A. The OII creates and maintains a file for each alleged incident of misconduct on the part of U.S. Marshals Service employees in which an investigation is conducted. Investigative files include the original complaint or report and any reports developed or collected during the course of the OII's investigation. Included with these reports are investigator's statements, affidavits, and other documentary evidence. Also included in each file are records of the disposition of the investigation and FOIA requests, if any.</p>		<i>5 items</i>

*Closed out: 11-4-80: K.T.J.
Copy sent to NCW, NNB & NNBR*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 3
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Each file is assigned a sequential investigative number by the fiscal year.</p> <p><u>Disposition:</u> Transfer to WNRC three (3) years after close of case or investigation. Destroy ten (10) years after close of case or investigation.</p> <p>B. The OII maintains a file folder for each of the 94 district U.S. Marshals Offices. These files contain correspondence and documents which pertain to allegations of possible misconduct in the districts, but the allegations are vague or minor and do not rise to the level of an investigation by OII. These records are also kept in file in the event future information received is related to previous information received which may indicate more serious misconduct.</p> <p><u>Disposition:</u> Destroy three (3) years after the close of the fiscal year</p> <p>C. The OII maintains a record of discharge of firearms by USMS personnel and assaults on USMS personnel. These records are maintained in a file folder by fiscal year.</p> <p><u>Disposition:</u> Destroy three (3) years after the close of the fiscal year.</p> <p>D. The OII maintains a budget record which includes information regarding budget submissions by OII and agency budget hearings of OII's budget requests. This information is maintained in a file folder by fiscal year.</p> <p><u>Disposition:</u> Destroy three (3) years after close of the fiscal year.</p> <p>E. The OII creates and maintains a file which contains monthly reports to the Office of Professional Responsibility and an Annual Report to the Attorney General. These reports show number of investigative cases opened, cases closed, cases on-going, types of allegations under investigation, how investigated, and final disposition of the investigations. These reports are often referenced to determine trends of misconduct and volume of investigative cases.</p>		<p>Item D deleted per conversation between Chris Johnson USMS, and Bernard Berglund, JMD/RMG. GRS 5, item # 4 will be used by USMS for disposition of these records.</p> <p>9/16/80 <i>BuB</i></p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
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These reports are maintained in a file folder by fiscal year.

Disposition: Destroy three (3) years after close of the fiscal year.

F. Investigative files which were subjects of broad investigation and are deemed to have a permanent or enduring archival value. The Deputy Director, USMS, will be responsible for designating these significant cases for permanent retention based on one, or both, of the following criteria:

1. A case can be regarded as significant in terms of its legal impact on statutes, rules or regulations or law enforcement policies.

2. An investigation or case can be regarded as significant in terms of intensity of public interest, expressed by (a) a demonstrated interest of a Congressional Committee or the Executive Office of the President, or (b) a high degree of national media attention.

Disposition: Permanent. Transfer to WNRC three (3) years after investigation or case is closed. Offer to NARS ten (10) years after close of case or investigation.

*Annual accumulation of permanent records (Item 1F): 1 cubic foot.