

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

[illegible]

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N/1-527-60-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6/30/00</i>	
1. FROM (Agency or establishment) United States Marshals Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Judicial Security Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Lori Cummins	5. TELEPHONE 202-307-8745	DATE <i>3-12-01</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 ___ 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, ☒ is not required; ☐ is attached; or ☐ has been requested.			
DATE <i>6/30/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. [Signature]</i>	TITLE <i>Records Manager</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Threats on the Judiciary Files include documentation of threats on Federal judges, U.S. Attorneys, Clerks, Probation Officers, and their families. Headquarters Files: DISPOSITION TEMPORARY: Destroy 1 years after the initiator of the threat or inappropriate communication or is no longer active or the case has been closed. Files maintained in an electronic format will be purged in the same time frame as above. These files are not the record copy, with the action files being maintained in the District files.		
2	District Files. DISPOSITION TEMPORARY: Destroy 5 years after the initiator of the threat or inappropriate communication, is no longer active or the case has been closed. Files		

115-109
91)

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

maintained in an electronic format will be purged in the same time frame as above.

3 Electronic Mail and Word Processing Copies

Electronic copies that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records are covered by the other items in this schedule. Also includes electronic copies of records created 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.