

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0004**

Schedule Status **Approved**

Agency or Establishment **Marshals Service**

Record Group / Scheduling Group **Records of the United States Marshals Service**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Justice Prisoner and Alien Transportation Systems (JPATS)**

Schedule Subject **Prisoner Movements**

Internal agency concurrences will be provided **Yes**

Background Information **JPATS Prisoner Movement files include Request for Move forms and manifest files.**

The United States Marshals Service handles judicial security, apprehends federal fugitives, manages asset seizure and forfeiture, houses and transports federal prisoners, and operates the federal Witness Security Program.

ACCESS RESTRICTION: FOIA Exemptions 6 (personal privacy) and 7 (law enforcement records)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0004

Sequence Number	
1	USM Form 106, Request for Move Disposition Authority Number: DAA-0527-2013-0004-0001
2	Manifest Files Disposition Authority Number: DAA-0527-2013-0004-0002

Records Schedule Items

Sequence Number	
1	<p>USM Form 106, Request for Move</p> <p>Disposition Authority Number DAA-0527-2013-0004-0001</p> <p>Used to generate a movement.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-527-97-3-0001</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually. Destroy when two years old.</p> <p>Retention Period Destroy 2 year(s) after cut off</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Manifest Files</p> <p>Disposition Authority Number DAA-0527-2013-0004-0002</p> <p>Records documenting each separate trip by a single individual or many.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>

GRS or Superseded Authority Citation	N1-527-97-3-0002
Disposition Instruction	
Cutoff Instruction	Cut off annually. Destroy when two years old.
Retention Period	Destroy 2 year(s) after cut off
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/28/2012	Certify	Sharilyn Connally	Assistant Cheif	Management Support Division - Office of Policy and Records Management
02/06/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/15/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
05/20/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
07/08/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
07/10/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/10/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist