

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0017**

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 **Judicial Services Division**

Schedule Subject **Records of Court and Special Security Officers**

Internal agency concurrences will be provided **No**

Background Information **Court and Special Security Officers are contract personnel who carry firearms, may arrest and detain individuals, provide security in federal courthouses and USMS facilities. They also operate x-ray equipment and personal screening devices, and ensure that no unauthorized materials or personnel enter USMS facilities. Files maintained on these individuals are separate from the contract 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0017

Sequence Number

1	Records of Court and Special Security Officers Disposition Authority Number: DAA-0527-2013-0017-0001
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Records Schedule Items

Sequence Number	
1	<p>Records of Court and Special Security Officers</p> <p>Disposition Authority Number DAA-0527-2013-0017-0001</p> <p>Examples of records may include: record copy of personal history statement, medical review forms, background investigation, adjudication information, and medical correspondence. These records are maintained at Headquarters. Any district records are convenience copies and may be destroyed when no longer needed.</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GRS or Superseded Authority Citation N1-527-02-001</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Three years after a file becomes inactive, the electronic record is housed in an archive status</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
01/09/2013	Certify	Robin Wise	Records officer	United States Marshals Service - Office of Policy and Records Management
02/06/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/06/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
08/06/2013	Return to Submitter	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
08/06/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
08/06/2013	Certify	Robin Wise	Records Manager	United States Marshals Service - 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 R ecords Management Program	National Archives and Records Administration - National Records Management Program
07/17/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist