

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0527-2013-0021**  
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      **Witness Security Program Identity Records**  
Schedule Subject      **Witness Security Program**  
Internal agency concurrences will be provided      **No**

Background Information      **Witnesses or potential witnesses for the federal government, or for a state government in an official proceeding concerning organized criminal activity or other serious offenses, may be invited to be part of the Witness Security Program by the United States Marshals Service.**

**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: ACCESS RESTRICTION: FOIA Exemptions 3 (protected by statute), 4 (trade secrets), 5 (legal privilege), 6 (personal privacy), and 7 (law enforcement records). Witness case files will not be made available to the public so to protect the true and new identities of all witnesses and ensure their safety.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0527-2013-0021

Sequence Number
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1
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Witness Records
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Disposition Authority Number: DAA-0527-2013-0021-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>Witness Records</b></p> <p>Disposition Authority Number      <b>DAA-0527-2013-0021-0001</b></p> <p>Files consist of but are not limited to Birth Certificates, Medical Records, Passports, Marriage Licenses, Military Records, School Records, Report Cards, Diplomas, Professional Licenses, Insurance Policies, Awards, Personal Papers and memorabilia (to include but not limited to photos, plaques, address books, credit cards).</p> <p>Final Disposition      <b>Temporary</b></p> <p>Item Status      <b>Active</b></p> <p>Is this item media neutral?      <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-527-99-2</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      <b>Cut off upon witness termination from the Witness Security Program.</b></p> <p>Retention Period      <b>Destroy no sooner than 100 year(s) after cutoff but longer retention is authorized</b></p> <p><b>Additional Information</b></p> <p>GAO Approval      <b>Not Required</b></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
03/27/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/24/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/27/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
01/27/2014	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
01/28/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/29/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/31/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist