

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0022**

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 **Management Support Division**

Minor Subdivision **Office of Strategic Planning**

Schedule Subject **Strategic Plan**

Internal agency concurrences will be provided **No**

Background Information **Strategic Planning for the United States Marshals Service is organized by function or the agency as a whole. These plans reflect the USMS's vision, mission, and goals, and the methods of achievement.**

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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0022

Sequence Number	
1	Strategic Planning
1.1	Published Documents Disposition Authority Number: DAA-0527-2013-0022-0001
1.2	Working Papers Disposition Authority Number: DAA-0527-2013-0022-0002

Records Schedule Items

Sequence Number

1

Strategic Planning

1.1

Published Documents

Disposition Authority Number **DAA-0527-2013-0022-0001**

One copy of all published studies, papers, Servicewide strategic plan, annual operating plans, assessment reports, and any other published documents which relate to the Servicewide planning and review process.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **N1-527-02-003, Item 1**

Disposition Instruction

Cutoff Instruction **Cutoff files after publication.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2000 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 15 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	5 Cubic feet	.25 Cubic feet

Microform		
Hardcopy or Analog Special Media		

1.2

Working Papers

Disposition Authority Number **DAA-0527-2013-0022-0002**

All working papers, background information, including graphs, charts, internal correspondence, preliminary report information.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-527-02-003, Item 2**

Disposition Instruction

Cutoff Instruction **Cutoff files at the end of the fiscal year.**

Retention Period **Destroy when no longer needed**

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
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
05/22/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/28/2013	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
08/06/2014	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
08/19/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
08/19/2014	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
08/21/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services

08/26/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/26/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/27/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist