

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2013-0024**

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 Security Division**

Minor Subdivision **Office of Court Security**

Schedule Subject **Records of Sequestered Juries**

Internal agency concurrences will be provided **No**

Background Information **The Records of Sequestered Juries package includes all relevant parts of the USM-523 form series.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0527-2013-0024

Sequence Number

1

US Marshals Service Form 523 Sequestered Forms Package Disposition Authority Number: DAA-0527-2013-0024-0001

Records Schedule Items

Sequence Number	
1	<p>US Marshals Service Form 523 Sequestered Forms Package</p> <p>Disposition Authority Number DAA-0527-2013-0024-0001</p> <p>US Marshals Service Form 523 Sequestered Forms Package. Or subsequent form in either paper or electronic format. Consisting of: 523-A Checklist of Required Forms 523-B Instructions to Jury 523-C Jurors Information Form 523-D Juror Room Assignments 523-E Medication 523-F Telephone Calls 523-G Visits 523-H Newspapers & Periodicals 523-I Television Logs 523-J Video Taped Programs 523-K Incident Report 523-L Authorized Visitors & Absent Jurors Location 523-M Mail Consent Form 523-N Incoming Mail 523-O Outgoing Mail 523-P Transportation of Jury 523-Q Site Log</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GRS or Superseded Authority Citation N1-527-04-1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 5 year(s) after close of trial.</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	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 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