

Request for Records Disposition Authority

Records Schedule Number **DAA-0527-2014-0001**

Schedule Status **Approved**

Agency or Establishment **Marshals Service**

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

Records Schedule applies to **Agency-wide**

Schedule Subject **Agency Publications**

Internal agency concurrences will
be provided **No**

Background Information **The USMS handles judicial security, apprehends federal fugitives, manages asset seizure and forfeiture, houses and transports federal prisoners, and operates the federal Witness Security Program.**

ACCESS RESTRICTIONS: 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2014-0001

Sequence Number	
1	Operational Publications Disposition Authority Number: DAA-0527-2014-0001-0001
2	Administrative Publications Disposition Authority Number: DAA-0527-2014-0001-0002

Records Schedule Items

Sequence Number													
1	<p>Operational Publications</p> <p>Disposition Authority Number DAA-0527-2014-0001-0001</p> <p>United States Marshals Service (USMS) publications to include news releases, bulletins, handbooks, booklets, brochures, and district/division newsletters. Record copies of district/division or agency-wide publications featuring mission-related (operational) content.</p> <p>Final Disposition Permanent</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? No</p> <p>GRS or Superseded Authority Citation N1-527-03-1 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of calendar year in which it was published.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after the last year in the block.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1978 To 1999</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td>500 MB</td><td>50 MB</td></tr><tr><td>Paper</td><td>10 Cubic feet</td><td></td></tr><tr><td>Microform</td><td></td><td></td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital	500 MB	50 MB	Paper	10 Cubic feet		Microform		
	Estimated Current Volume	Annual Accumulation											
Electronic/Digital	500 MB	50 MB											
Paper	10 Cubic feet												
Microform													

2	Hardcopy or Analog Special Media		
	Administrative Publications		
	Disposition Authority Number DAA-0527-2014-0001-0002		
	Record copies of district/division or agency-wide publications featuring non-mission related (administrative) content.		
	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?	No	
	Disposition Instruction		
	Cutoff Instruction	Cutoff files at the end of the calendar year.	
Retention Period	Destroy 3 year(s) after cutoff.		
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
03/11/2014	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
03/31/2014	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/27/2014	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
06/02/2014	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
08/26/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/27/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/27/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/31/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist