

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0527-2023-0001

Status: APPROVED  
Date Approved: 05/05/2026

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## General Information

Agency or Establishment	United States Marshals Service
Record/Scheduling Group	0527 - Records of the United States Marshals Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Operations Files
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 8

Number of Temporary disposition items: 7

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
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Outline of Records Schedule Items for DAA-0527-2023-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Investigative Records	Temporary
0002	Historical/Significant Case Files selected by the Deputy Director/Director	Permanent
0003	Prisoner Management Records	Temporary
0004	Protective Operations Case Files	Temporary
0005	Enforcement Operation Records	Temporary
0006	Criminal Service of Process Records	Temporary
0007	Civil Service of Process Records	Temporary
0008	Technical Operational Records	Temporary

National Archives and Records Administration  
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Records Schedule Items

<b>DAA-0527-2023-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
<b>Item Title</b>	<b>Investigative Records</b>	
<b>Item Description</b>	<p>Records pertaining to criminal, fugitive, and protective investigations. Records collected under this category normally involve a subject with a Federal Identification Number (FID) but may include investigative records when subject is not identified. Investigation categories include, but are not limited to, escape and related offenses, sex offender registration violations, conspiracy, failure to appear, false statements, possessing contraband in prison and related offenses, aiding and abetting and related offenses, Organized Crime Drug Enforcement Task Forces (OCDETF) targets, firearm offenses, Prison Rape Elimination Act (PREA) offenses, threats to protectees, extradition process, and related offenses, warrant cases, missing child cases, parole and probation violations, and other offenses as approved.</p> <p>Records under the above-mentioned category consist of, but are not limited to, USM 11 report of investigation, USM 11S report of witness/defendant statements, interview statements, reports, computer inquires, National Crime Information Center (NCIC)/State entry reviews and reports, fingerprints/photos, warrants for arrest, personal history statements of defendant, bond judgement, judgement and commitment, investigative notes, judicial documents, prosecution reports, unsealed grand jury material, extradition case files, apprehension responsibility/case referral, arrest plans, miscellaneous investigative material, etc. Records may derive from personal protection to federal jurists, court officers, witnesses, and other threatened persons in the interests of justice where criminal intimidation impedes the judicial process or any other official proceeding. Protective investigations may not warrant a full investigation. Protective investigation records may include Threat Management Center (TMC) and Behavioral Analysis Unit (BAU) reports, analyses, and protective investigation assessments.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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Does this item supersede existing disposition authorities?	Yes
<b>Superseded Items</b>	
<b>Superseded Item</b>	<b>Item Superseded in Part?      Explanation</b>
N1-527-00-003 / 1/a	No
N1-527-00-003 / 1/b	No
N1-527-00-003 / 2/a	No
N1-527-00-003 / 2/b	No
N1-527-00-003 / 3	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off after closure of case/investigation
Retention Period	Destroy 75 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0527-2023-0001-0002</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Historical/Significant Case Files selected by the Deputy Director/Director
Item Description	<p>Historical/Significant Case Files are the operational criminal investigative records that are specific investigative case files selected by the deputy director/director because the issues are salient and had an impact on a statute, rule, regulation, or law enforcement policy, e.g., set a precedent, or received local, regional, or national media attention, or the interest of a Congressional committee, or Executive Office of the President, or widespread public interest.</p> <p>USMS historian may duplicate official records from investigative cases to display at the USMS museum located at: 789 Riverfront Drive Fort Smith, AR 72901</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

National Archives and Records Administration  
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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
<b>Superseded Item</b>	<b>Superseded Items</b>
	<b>Item Superseded in Part?      Explanation</b>
N1-527-00-003 / 4	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off after closure of case/investigation
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:1000 cubic feet ; Analog audio records:100 cubic feet ; Analog still images:100 cubic feet
Approximate first year of records covered by this authority	1980
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information, FOIA (b)(7) Law Enforcement, FOIA (b)(7a) Law Enforcement, FOIA (b)(7b) Law Enforcement, FOIA (b)(7c) Law Enforcement, FOIA (b)(7d) Law Enforcement, FOIA (b)(7e) Law Enforcement, FOIA (b)(7f) Law Enforcement

<b>DAA-0527-2023-0001-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Prisoner Management Records

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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Item Description	Records pertaining to the successful planning, housing, and movement of federal prisoners through the acquittal or sentencing final order. Also pertains to the tracking of prisoners and investigations due to the death of a prisoner. Records of Prisoners in Federal Custody consist of but not limited to personal history reports, photographs, fingerprints, medical records, custody reports, property receipts and reports, security notifications, prisoner tracking reports, and prisoner death investigations.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-527-99-001 / 1/a	No	
N1-527-99-001 / 1/b	No	
N1-527-99-001 / 1/b/2/a	No	
N1-527-99-001 / 1/b/2/b	No	
N1-527-99-001 / 2/a	No	
N1-527-99-001 / 2/b	No	
N1-527-99-001 / 4/a	No	
N1-527-99-001 / 4/b	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after acquittal, final sentencing, or death of prisoner	
Retention Period	Destroy 75 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0527-2023-0001-0004	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Protective Operations Case Files

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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<b>Item Description</b>	Records pertaining to the protection of protected parties and courthouses throughout the entire environment within the authority of the USMS. Protective Operation Case Files are created through the assessments and investigations to provide personal protection to federal jurists, court officers, witnesses, and other threatened persons in the interests of justice or as directed by the US Attorney General pursuant to 28 U.S. § 566. Records consist of but not limited to include Protective Operations Plans, Site Surveys, After Action Reports, Declination of Protective Services Forms, Command Post Logs, Motorcade Logs, Protectee Schedules, and Work Schedules.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-527-00-002 / 1	No	
N1-527-00-002 / 2	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after closure of case/investigation	
Retention Period	Destroy 75 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0527-2023-0001-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Enforcement Operation Records

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0527-2023-0001

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Item Description	Records pertaining to USMS coordinated, led, funded, and/or supported single or multi-agency operations that usually involve multiple operational subjects. Records pertaining to individual investigations will utilize DAA-0527-2023-0001-0001 of this schedule. Records under the above-mentioned category consist of but are not limited to: USM 45 enforcement action briefing, case referrals, operational plans, operational analytics, task force memorandums, operation assignments, subject lists, operation results and statistics, press releases, and internal and external operation-related correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off after closure of case/investigation
Retention Period	Destroy 75 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0527-2023-0001-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Criminal Service of Process Records

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0527-2023-0001

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Item Description	Records pertaining to the service of process under 28 USC 566(c) and Federal Rules of Criminal Procedure, Rules 4 and 9. The service of process is the exhibition or delivery of a writ, summons and complaint, criminal summons, notice, order, etc., by an authorized person, to a person. The service of process is the official notification of some action or proceeding in which individual is concerned, and is thereby advised or warned of some action or step which individual is commanded to take or forbear. Records consist of but not limited to, USM 285 U.S. Marshals process receipt and return, writs, court documents, disbursement records and receipts, and other correspondence in relation to service of process.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year in which process is completed.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0527-2023-0001-0007</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Civil Service of Process Records

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Records Schedule Number: DAA-0527-2023-0001

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Item Description	Records pertaining to the service of process under 28 USC 3001-3308 and Federal Rules of Civil Procedure, Rules 4, 4.1, and Rule E(4) of the Supplemental Rules for Certain Admiralty and Maritime Claims. The service of process is the exhibition or delivery of a writ, summons and complaint, criminal summons, notice, order, etc., by an authorized person, to a person. The service of process is the official notification of some action or proceeding in which individual is concerned, and is thereby advised or warned of some action or step which individual is commanded to take or forbear. Records consist of but not limited to, USM 285 U.S. Marshals process receipt and return, writs, court documents, disbursement receipts and records, and other correspondence in relation to service of process.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year in which process is completed.
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0527-2023-0001-0008	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Technical Operational Records

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Records Schedule Number: DAA-0527-2023-0001

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Item Description	Records pertaining to the investigation process to develop the investigative case. Datasets are requested from communication companies to analyze threats and develop threat assessments. Analyzed data may be incorporated into DAA-0527-2023-0001-0001, 0002, 0004, and 0005. Records consist of telephonic communication datasets, electronic messages from cellular communication, or other electronic datasets. Records may also include dashboards developed from these datasets.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year in which final record is updated.
Retention Period	Destroy 3 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/05/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.