

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-527-01-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 7-20-01	
1. FROM (Agency or establishment) United States Marshals Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Investigative Services Division		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Domestic Investigations Unit			
4. NAME OF PERSON WITH WHOM TO CONFER Robert Helwig	5. TELEPHONE 202-307-9402	DATE 8/6/02	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6. 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 on the attached ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7-12-01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Helwig</i>	TITLE Records Manager	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Confidential Sources Files. Documents reflecting information concerning cooperating individuals in the furtherance of criminal, fugitive, and protective investigations</p> <p>DISPOSITION: TEMPORARY. Transfer Inactive files (i.e., 5 years after date of last correspondence) "6" years after date the files were opened, in 1 year groups, to a Federal Records Center (FRC). District having files still active after "6" years will retain the files until they become inactive and forward the files to the FRC.</p> <p>DESTROY: when 25 years old (i.e., 25 years from date the file was opened) or 20 years from date of last correspondence, whichever date is later.</p> <p>Or if desired Closed files may be are scanned onto a file server while active, and when they become inactive transferred to CDs. Once the information is verified the</p>		

paper records may destroyed. The CDs or their successor media are destroyed after 25 years. or 20 years from date of last correspondence, whichever date is later.

NOTE: The sensitivity of these files requires that they be stored in a vault or classified area of the Federal Records Center. These files will be sealed in records center boxes and delivered by the USMS to the Federal records center, picked up and receipted for by the records center, double wrapped and sent by registered mail, return receipt through USPS. These boxes and SF-135 will be annotated with the special handling marking "NOT TO BE OPENED BY NARA; RESTRICTED TO USMS PERSONNEL".

- 2 Enforcement Journal Files: Documents containing a chronological record of investigator activity developed from reports, complaints, incidents, or information received, and action taken.

DISPOSITION: TEMPORARY Destroy 3 years after journal entry date.

3 Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: TEMPORARY Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: TEMPORARY Destroy/delete when dissemination, revision or updating is completed.