

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-527-02-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3/18/02</i>	
1. FROM (Agency or establishment) United States Marshals Service		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Judicial Security			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Thomas Galgon	5. TELEPHONE 202-307-9550	DATE <i>6-18-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
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 <u>2</u> 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 <i>3-11-02</i>	SIGNATURE OF AGENCY REPRESENTATIVE Robert J. Goewey	TITLE <i>Robert J. Goewey</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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>Records of Court and Special Security Officers. The individuals are contract personnel, carry firearms, have authority to arrest and detain individuals, provide security in federal courthouses, USMS facilities. They operate x-ray equipment, personal screening devices and ensure that no unauthorized materials or personnel enter the facilities.</p> <p>The individuals are contract employees, however, the files are maintained on individuals performing functions for the USMS under the terms of the contract and the under this schedule are maintained separately from the contract files.</p> <p>The files consist of but are not limited to: Personal History statement, medical history, background investigation, firearms qualifications, etc.</p>		

cc Agency, DWMWA, NR

INACTIVE - ALL ITEMS SUPERSEDED

a. Headquarters Records

Examples of records include: record copy of personal history statement, medical history, background investigation, firearms qualifications, and approvals/disapprovals of backgrounds and medical correspondence.

Disposition: Temporary. Destroy upon notification of death or 5 years after separation or transfer of employee or 5 years after contract relationship expires, whichever is applicable.

Superseded by:
DAA-0527-2013-0017-0001

DATE (MM/DD/YYYY):

07/17/2014

b. District Records

Records consists of copies of approvals/disapprovals of backgrounds and medical correspondence from the Headquarters.

Disposition: Temporary. Destroy 90 days after the individual CSO ceases to perform his/her functions within the judicial district.

Superseded by:
DAA-0527-2013-0017-0001

DATE (MM/DD/YYYY):

07/17/2014

c. Electronic 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.

Disposition: Temporary. Destroy/delete after the recordkeeping copy has been produced.

Superseded by:
DAA-GRS-2013-0001-0017

DATE (MM/DD/YYYY):

09/16/2014

3/27/02 - Changes approved by R.O.

INACTIVE - ALL ITEMS SUPERSEDED