

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-527-97-7</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>4-15-97</i>	
1. FROM (Agency or establishment) United States Marshals Service		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Business 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Publishing and Distribution			
4. NAME OF PERSON WITH WHOM TO CONFER Larry Mogavero	5. TELEPHONE 703-603-7633	DATE 1-2-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 ___ 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4-11-97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Sawyer</i>	TITLE <i>Records Manager</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Chronological Photographic File Relating to Marshals Service Officials, Activities, and Facilities, c. 1987-1996		
1A	Prints and negatives constituting portraits of high-level Marshals Service officials, and coverages of swearing-in and other major events featuring such individuals; coverages of mission-related operations such as those involving judicial security, witness protection, prisoner transport, and security, fugitive investigation and apprehension, asset seizure, management, and forfeiture, missile transport security, and response to civil disorders, terrorist incidents, and training procedures; coverages of visiting political, military, and cultural dignitaries; and coverages of press conferences, speeches, Congressional testimony, historic ceremonies and other subjects bearing on unique agency responsibilities		
1A.(1)	Prints. Volume on hand: c 3200 prints, mostly 4" X 6" color,		

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or 1 cubic ft.

- 1A.(2) Negatives. Volume on hand: c. 2400 negatives, mostly 35 mm. color, or .5 cu. ft.

DISPOSITION: PERMANENT. Separate from temporary materials (see 1B, below); ensure that each negative coverage is annotated with appropriate assignment number (e.g., 94-1, 94-2, etc.); ensure that each print with a corresponding negative is properly annotated with the complete negative citation (assignment, roll, frame numbers); ensure adequate print content captioning; and transfer to the National Archives by the year 2000.

- 1B. Prints and negatives relating to routine subjects, including portraits of low-level Marshals staff and coverages of employee awards events, retirement ceremonies and workshops, campaigns, blood drives, ethnic or women's history month events, c. 1987-1996.

- 1B(1) Prints. Volume on hand: c 2100 prints, mostly 4" X 6" Color, or .7 cu. ft.

- 1B(2) Negatives. Volume on hand: 1600 negatives, mostly 35 mm. color, or .3 cu. ft.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business.

- 2, Chronological Photographic File Relating to Marshals Service Officials, Activities, and Facilities, 1997-on.

- 2A Prints and negatives constituting portraits of high-level officials, coverages of mission-related operations, equipment, and training procedures, and coverages of visiting dignitaries, press conferences, historic ceremonies, and other subjects bearing on unique agency responsibilities (See 1A, above).

- 2A.(1) Prints. Annual accumulation: c 600 prints, mostly 4" X 6" color, or .2 cu.ft.

- 2A.(2) Negatives. Annual accumulation: c. 500 negatives, mostly 35 mm. color, or .1 cu.ft.

DISPOSITION: PERMANENT. Cut off in eight-year blocks; ensure that each negative coverage is annotated with appropriate

assignment number; ensure that each print bears complete citation for corresponding negative and adequate content captioning (as in 1A, above), and transfer to the National Archives when oldest item in block is 12 years old.

2B. Prints and negatives relating to routine subjects (see 1B, above).

2B.(1) Prints. Annual accumulation : c. 500 prints, mostly 4" X 6" color, or .2 cu. ft.

2B.(2) Negatives. Annual accumulation: c. 400 negatives, mostly 35 mm. color, or .1 cu. ft.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business.

3. Logbooks documenting Photographic and Other Visual Product Assignments, c-1990-on. Volume on hand: less than .1 cu. ft. Annual accumulation: less than .1 cu. ft.

DISPOSITION: PERMANENT. Highlight entries for assignments involving permanent photographs; ensure that such assignment numbers are correlated with relevant prints and negatives; and transfer logbook segments, at the same time as the corresponding prints and negatives in series 1A and 2A, above, to the National Archives.

4. Select Subject Print and Slide File Relating to Marshals Service Personalities and Activities, c 1987-on. Includes 8" X 10" and smaller color and black-and-white prints, and 35 mm color slides, used frequently in public information products. Arranged in a rough alphabetical subject scheme featuring such categories as Prisoner Transport, Seized Assets, and White House. Volume on hand: c. 150 images, or .3 cu. ft. Annual accumulation: 20 images, or .1 cu. ft.

DISPOSITION: PERMANENT. Cut off in eight-year blocks, ensure that each image is properly captioned and linked to any corresponding item in the chronological negative file, and transfer to the National Archives when oldest item in block is 12 years old.

5. Historical Prints, Negatives, and Slides Gathered for Marshals Service Magazines and Exhibits, documenting c. 1950-1990. Includes 8" X 10" and smaller prints, and scattered 4" X 5" and 35 mm. negatives, mostly black-and-white, along with scattered 35 mm color slides. Images were acquired from varied government as well as commercial news sources for use in the now-defunct

Marshals magazine, The Pentacle, and the 200th Anniversary exhibit (America's Star, 1989), and are arranged in alphabetical subject categories such as Civil Disturbances, Fugitives, Jails, Marshals Headquarters Officials, and Operation Gunsmoke, Volume on hand: c. 450 images, or 1 cu. ft.

DISPOSITION: PERMANENT. Transfer to the National Archives upon approval of this schedule.

6. Posters Generated by the Marshals Service, c. 1970's-on.

A. Posters relating to Marshals Officials, operations, achievements, historical commemorations, and other mission-related subjects. Volume on hand: c- 12-15 posters, or .5 cu. ft. Annual accumulation 1-2 posters, or less than .1 cu. ft.

DISPOSITION: PERMANENT. Cut off in eight year blocks, ensuring that each poster is appropriately captioned and transfer to the National Archives when the oldest item is 12 years old. *Note: Posters on hand to be transferred to National Archives immediately upon approval of schedule. For future posters, two copies of each finished poster should be sent to the National Archives by adding the National Archives Still Picture Branch to the regular distribution list.*

B. Posters relating to routine events and subjects common to most agencies, such as saving-bond campaigns, CFC campaigns, blood drives, health and safety education programs. Volume on hand: c. 5-8, or .3 cu. ft. Annual accumulation: negligible.

DISPOSITION: TEMPORARY. Destroy when no longer needed for agency business.