

Request for Records Disposition Authority

Records Schedule Number: DAA-0527-2013-0025
Schedule Status: Approved
Agency or Establishment: Marshals Service
Record Group / Scheduling Group: Records of the United States Marshals Service
Records Schedule applies to: Major Subdivision
Major Subdivision: Office of the Director
Minor Subdivision: Office of Communications
Schedule Subject: Political Appointee Clearance Files
Internal agency concurrences will be provided: No

Background Information: Files resulting from liaison with the White House to evaluate the suitability of individuals for non-career positions.

The United States Marshals Service handles judicial security, apprehends federal fugitives, manages asset seizure and forfeiture, houses and transports federal prisoners, and operates the federal Witness Security Program.

ACCESS RESTRICTION: 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0025

Sequence Number	
1	Appointees Clearance Materials Disposition Authority Number: DAA-0527-2013-0025-0001
2	Non-appointees Clearance Materials Disposition Authority Number: DAA-0527-2013-0025-0002
3	Correspondence between the Marshals Service and potential appointee Disposition Authority Number: DAA-0527-2013-0025-0003

Records Schedule Items

Sequence Number	
1	<p>Appointees Clearance Materials</p> <p>Disposition Authority Number DAA-0527-2013-0025-0001</p> <p>Application materials, reference copies of financial disclosure forms, Senate questionnaire, clearance materials, and other documentation on candidates for United States Marshal who ultimately receive an appointment to the position.</p> <p>Final Disposition Temporary</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation NI-527-97-5 Item a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close file when the appointment is confirmed.</p> <p>Retention Period Destroy immediately after the end of the presidential administration in which the United States Marshal was appointed or when the United States Marshal is replaced (whichever comes later).</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Non-appointees Clearance Materials</p> <p>Disposition Authority Number DAA-0527-2013-0025-0002</p> <p>Application materials, reference copies of financial disclosure forms, Senate questionnaire, clearance materials, and other documentation on candidates for United States Marshal who ultimately refuse the position, terminate their consideration, or do not receive an offer for the position.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-527-97-5 Item b
Disposition Instruction	
Cutoff Instruction	Close the file on termination of consideration.
Retention Period	Destroy immediately after the end of the presidential administration during which the appointment is considered.
Additional Information	
GAO Approval	Not Required
Correspondence between the Marshals Service and potential appointee	
Disposition Authority Number	DAA-0527-2013-0025-0003
Includes (but is not limited to) correspondence between the USMS and potential appointee to coordinate interviews or travel arrangements.	
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	NI-527-97-5 Item C
Disposition Instruction	
Retention Period	Destroy immediately after confirmation or abandonment of appointment.
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
01/09/2013	Certify	Robin Wise	Records officer	United States Marshals Service - Office of Policy and Records Management
03/27/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/05/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
07/05/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
07/10/2013	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
07/11/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of Policy and Records Management
07/12/2013	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
09/30/2013	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
11/12/2013	Submit For Certification	Heidi Schroeder	Technical Writer	Management Support Division - Office of

				Policy and Records Management
11/14/2013	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
04/03/2014	Submit for Concurrency	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
04/07/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/07/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/14/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist