

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI/527-02-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			DATE RECEIVED <i>7/22/02</i>	
1. FROM (Agency or establishment) United States Marshals Service			NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Executive 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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				
4. NAME OF PERSON WITH WHOM TO CONFER Robert Goewey		5. TELEPHONE 202 307-5187	DATE <i>11-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</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>X</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>7/9/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Goewey</i> Robert J. Goewey		TITLE Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
1	Tactical and Strategic Planning For the United States Marshals Service, by function and or the agency as an entire entity. Reflecting the vision, mission and goals. Reflecting how the agency anticipates achieving its stated Objectives. One copy of all published studies, papers, Servicewide strategic plan, annual operating plans, assessment reports, and any other published documents which relate to the Servicewide planning and review process. DISPOSITION: Cut off at end of the fiscal year. PERMANENT. Retire to the Washington National Records Center when 3 years old. Transfer to NARA when 10 years old			
2	All working papers, background information, including <i>cc Agency NR NWMD NWMW</i>			

graphs, charts, internal correspondence, preliminary report information.

DISPOSITION: Destroy when no longer needed.

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 the 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.

DISPOSITION: Temporary

a. Copies that have no further administrative after the recordkeeping copy is made. Included 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.

Temporary: Destroy/delete with 180 days after the record keeping copy has been produced.

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

Temporary: Destroy/delete when dissemination, revision, or updating is complete.