

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-527-04-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-9-2003</i>	
1. FROM (Agency or establishment) United States Marshals Service, Washington DC 20530-1000		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Division			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Rudell J. Q.</i> Lydia Blakey, Acting Assistant Director	4. TELEPHONE NUMBER 202 307-9159	DATE <i>3-22-04</i>	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 <u>2</u> page(s) are not needed now for the business for 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>12-4-03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Young</i>		TITLE Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	10. ACTION TAKEN (NARA USE ONLY)	
1	<p>SEE ATTACHED SHEET(S) FOR:</p> <p><u>Record of Sequestered Juries</u></p> <p>US Marshals Service Form 523 Sequestered Jury Forms Package. Or subsequent from in either paper or electronic format.</p> <p>Consisting of: 523-A Checklist of Required Forms 523-B Instructions to Jury 523-C Jurors Information Form 523-D Juror Room Assignments 523-E Medication 523-F Telephone Calls 523-G Visits 523-H Newspapers & Periodicals 523-I Television Logs 523-J Video Taped Programs 523-K Incident Report 523-L Authorized Visitors & Absent Jurors Location 523-M Mail Consent Form 523-N Incoming Mail 523-O Outgoing Mail 523-P Transportation of Jury 523-Q Site Log</p> <p>TEMPORARY: DESTROY FIVE YEARS AFTER CLOSE OF TRIAL.</p> <p><i>cc Agency, NR, NWMD, NWMA, NWCT</i></p>		

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Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and 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.

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, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to the recordkeeping copy.

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.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.