

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-527-97-12</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8-14-97</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Business Services Division			
3. MINOR SUBDIVISION Asset Forfeiture			
4. NAME OF PERSON WITH WHOM TO CONFER Lisa Black	5. TELEPHONE 202-307-9293	DATE <i>5-26-98</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 ___ 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 August 12, 1997	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Goewey</i> Robert Goewey	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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	Annual Seized Property and Evidence Register Files containing registers listing seized and forfeited that were closed during the fiscal year. DISPOSITION: Destroy after three years		
2	Contract and Procurement Records A) Transactions of \$25,000 or more and all other contracts exceeding \$2,000 DISPOSITION: Destroy 6 years and 3 months after final payment. B) Transaction less than \$25,000 less and all other contracts under \$2,000 DISPOSITION: Destroy 3 years 6 months after final	<i>GRS 3/3</i>	

Payment.

2

Process Receipt and Return (USM-285)

Records pertaining to the service of civil and criminal process.

DISPOSITION: Destroy 3 years after service.

3

Property Case Folders, Including Microfilmed records.

Records pertaining to all seized and forfeited property, i.e. real property, cash, vehicles, or jewelry.

DISPOSITION: ~~Destroy 3 years after case has been closed, i.e., property has been sold, returned to owner, retained for official use, or equitably shared.~~

*CUT OFF CLOSED CASES ANNUALLY. RETIRE TO FRC
ONE YEAR AFTER CUTOFF. DESTROY SEVEN
YEARS AFTER CUTOFF.*

Per agency