

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-527-199-4</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>9/13/99</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Executive Services Division			
3. MINOR SUBDIVISION Office of Internal Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Donald B. Ward	5. TELEPHONE 202-307-9155	DATE <i>2-2-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>4</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>Sept. 13, 1999</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Robert J. 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 GRS OR SUPERSEDED JOB CITATION	10.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)

See Attached

All changes to this proposed schedule have been approved by:

<i>[Signature]</i> NARA appraiser	<i>11/5/99</i> date	<i>[Signature]</i> Agency representative	<i>11-8-99</i> date
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cc Agency, nwm, nwme, nr, nwmw

Item No.	Description of Item and Proposed Disposition	GRS Or Superseded Job Citations
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| 1. | Administrative Investigations (Internal Investigations): | NC1-118-80-1/1A |
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The Office of Internal Affairs conducts and maintains records of alleged incidents of misconduct on the part of U.S. Marshals Service employees which an investigation is conducted. Investigative files include the original complaint or report and reports developed or collected during the course of the OIA's investigation. Each file is assigned a sequential investigative number by fiscal year.

DISPOSITION: Temporary

Once the case has been fully adjudicated in criminal court and all internal investigations are closed, the paper copy will be transferred to CD-ROM and filed. The paper originals will be subsequently destroyed upon verification of the CD-ROM. The CD-ROM will be kept for five years and then destroyed.

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| 2. | Criminal Investigations: | New |
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The Office of Internal Affairs conducts and maintains records for alleged incidents of misconduct on the part of U.S. Marshals Service employees in which a criminal investigation is conducted. An Internal investigation cannot proceed until all criminal matters are concluded.

DISPOSITION: Temporary

Once the case has been fully adjudicated in criminal court and all internal investigations are closed, the paper copy will be transferred to CD-ROM and filed. The paper originals will be destroyed upon verification of the CD-ROM. The CD-ROM will be kept for ten years then destroyed.

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| 3. | Correspondence: | NC1-118-80-1/1B |
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The Office of Internal Affairs conducts and maintains records of correspondence. These files include, but are no limited to allegations of misconduct, procedural violations, and prisoner complaints.

DISPOSITION: Temporary

Correspondence for the fiscal year will be transferred to CD-ROM and filed. The paper originals will be destroyed upon verification of the CD-ROM. The CD-ROM will be kept for three years and then destroyed.

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| 4. | Preliminary Inquiry: | New |
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The Office of Internal Affairs conducts and maintains records of

preliminary inquiries.

DISPOSITION: Temporary

Preliminary Inquiries will be transferred to CD-ROM after one year and filed. The paper originals will be destroyed upon verification of the CD-ROM. The CD-ROM will be kept for three years and then destroyed.

5. Firearms Discharges and Assault Reports (Form USM-133)

NC1-118-80-1/1C

The Office of Internal Affairs maintains a record of discharges of firearms by USMS personnel and assaults on USMS personnel (Form USM-133 or successor form).

DISPOSITION: Temporary

All USM-133's for the fiscal year will be transferred to CD-ROM and filed. The paper originals will be destroyed upon verification of the CD-ROM. The CD-ROM will be kept for five years then destroyed.

6. Lost, Stolen, or Unauthorized Destruction of Government Property (Form USM-134 or successor).

New

DISPOSITION: Temporary

All USM-134's for the fiscal year will be transferred to CD-ROM and filed. The originals will be destroyed upon verification of the CD-ROM. The CD-ROM will be kept for five years, and then destroyed.

7. Cases with Broad Historical Value

NC1-118-80-1/1F

The Office of Internal Affairs maintains investigative files which were subject of broad investigation and are deemed to have a permanent or enduring archival value. The Assistant Director for the Executive Services Division, USMS will be responsible for designating these significant cases for permanent retention based on one, Or both, of the following criteria:

- a. A case can be regarded as significant in terms of its legal impact on statutes, rules or regulations of law enforcement policies.
- b. An investigation or case can be regarded as significant in terms of intensity of public interest, expressed by an inquiry from a Congressional Committee or the Executive Office of the President, or a high degree of national media attention.

Disposition: Permanent

Item No.	Description of Item and Proposed Disposition	GRS Or Superseded Job Citations
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The file will be transferred to CD-ROM one year after the investigation or case is closed. The CD-ROM will be kept for five years then destroyed. The original file will be sent to a federal records center three years after the investigation or case is closed. The original file will be offered to NARA after ten years.

8. Electronic Mail and Word Processing System Copies New

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.