

Request for Records Disposition Authority

Records Schedule Number DAA-0527-2013-0003
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 Tactical Operations Division
Schedule Subject Special Deputy United States Marshals Files
Internal agency concurrences will be provided Yes

Background Information The Director of the United States Marshals Service may approve requests from other federal, state, and local law enforcement agencies to allow their law enforcement officers to serve as Special Deputy United States Marshals, which permits them to enforce federal laws outside their normal authority. A Special Deputy United States Marshal may serve in that capacity for up to three years.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0527-2013-0003

Sequence Number	
1	Files on Special Deputy United States Marshals Disposition Authority Number DAA-0527-2013-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="368 394 1032 426">Files on Special Deputy United States Marshals</p> <p data-bbox="368 447 1161 478">Disposition Authority Number DAA-0527-2013-0003-0001</p> <p data-bbox="368 499 1475 720">Each Special Deputy United States Marshal's file should contain 1 Form USM-3A, Application for Special Deputation, or USM-3C, Application for Group Special Deputation, 2 USM-3B, Special Deputation Oath of Office, 3 Employee authorization letter, 4 Correspondence and/or supporting documentation, 5 Training and/or firearms certifications (if applicable), 6 Deputy Attorney General approval (if applicable), 7 Background Investigation details (if applicable)</p> <p data-bbox="368 741 933 772">Final Disposition Temporary</p> <p data-bbox="368 793 867 825">Item Status Active</p> <p data-bbox="368 846 834 877">Is this item media neutral? Yes</p> <p data-bbox="368 898 834 1014">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 data-bbox="368 1035 817 1119">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="368 1140 1049 1192">GRS or Superseded Authority Citation N1-527-97-1 Item 1</p> <p data-bbox="368 1234 680 1266">Disposition Instruction</p> <p data-bbox="368 1287 1483 1360">Retention Period Destroy 5 year(s) after expiration of Special Deputy United States Marshal status</p> <p data-bbox="368 1402 677 1434">Additional Information</p> <p data-bbox="368 1455 966 1486">GAO Approval Not Required</p>

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
12/28/2012	Certify	Sharilyn Connally	Assistant Chief	Management Support Division - Office of Policy and Records Management
03/27/2013	Return for Revision	Dave Miller	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/09/2013	Submit For Certification	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
05/09/2013	Certify	Robin Wise	Records Manager	United States Marshals Service - Office of Policy and Records Management
12/20/2013	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
01/02/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist