

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-060-04-2	DATE RECEIVED 10-03-2003
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Executive Office for U.S. Trustees		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 U.S. Trustee Offices			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Michael F. Leamon</i> Michael F. Leamon	5 TELEPHONE 7/31/2003 202-616-1021	DATE 3-4-04	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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 1 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,

is not required; is attached; or has been requested.

DATE 8-4-03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	TITLE Records Officer
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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Trustee Supervision Records</p> <p>Trustee Supervision Records consist of an oversight file created for each trustee and maintained in the local United States Trustee Office. The file may contain the trustee's performance reviews, budgets, audits, monthly reports, annual reports, and similar documents, as well as memoranda concerning any remedial actions and supporting documentation relied upon to prepare performance reviews or to take remedial actions. Supporting documentation may include correspondence with the trustee regarding interim reports, final reports and accounts, case closing, budgets, monthly reports, audits and annual reports, and other matters, memoranda summarizing the review of §341(a) meetings, court performance, and retention and compensation requests, the results of audits, examinations, or reviews, public complaints and their disposition, and any other information utilized in support of the performance reviews or remedial actions. The trustee oversight file may also</p> <p><i>cc Agency, NR, NWMWA, NW etc</i></p>		

contain correspondence and documentation in support of the suspension or non-reappointment of a trustee pursuant to 28 C F R §58 6

Disposition ~~Trustee Supervision Records will be destroyed 6 years from the year in which files are established.~~ *Cut-off record after the evaluation review has been completed. Destroy 6 years after cut-off. Approved R.O. 10/28/03*

Word Processing Files. Documents relating to trustee supervision files, such as letters, memoranda, reports, handbooks, directives, and materials recorded on electronic media, such as hard disks or floppy disketts, after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes

Disposition Delete from the word processing system when no longer needed for updating or revision

Email Records. Senders' and recipients' versions of email messages relating to trustee supervision files that meet the definition of federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes (NOTE Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required)

Disposition Delete from the email system after copying to a recordkeeping system