

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 24 1975	JOB NO. 351
NC - 276 - 76 - 1	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-29-75	<i>James B. Rhoads</i> Date <i>Archivist of the United States</i>

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DISTRICT OF COLUMBIA COURT OF APPEALS

2. MAJOR SUBDIVISION

Clerk's Office

3. MINOR SUBDIVISION

N/A

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Claire M. Whitaker

5. TEL. EXT.

727-1800

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

June 27, 1975

Charles R. [Signature]

Chief Deputy Clerk

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Case Files (Civil, Criminal and Administrative Agency Appeals)</p> <p>The District of Columbia Court of Appeals was designated the highest court in the District of Columbia by the United States Congress pursuant to the provision of Public Law 91-358, approved on July 29, 1970, and entitled the District of Columbia Court Reform and Criminal Procedure Act of 1970. The Court determines appeals from the Superior Court of the District of Columbia administrative agencies and as such is a court of record.</p> <p>-----</p> <p>The Court's case files contain the official record in each appeal including the appellant's and appellee's brief, the trial court's record and transcript, the order appointing counsel and/or his appearance praecipe, correspondence relating to the case, other pleadings, e.g., substantive and procedural motions, orders, the judgement or opinion and the mandate.</p> <p>Disposition: Retain permanently. Retire to National Archives when no longer needed by DCCA. <i>EW</i></p>		

Copies to Agency + NCW 10-31-75 AW

4 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><i>or significant interpretations of</i></p> <p>A. Precedent Cases: files for cases that result in changes to existing D.C. Code and D.C. Rules and Regulations.</p> <p>Disposition: PERMANENT. Offer to the National Archives on a periodic basis 10 years after disposition of case.</p> <p>A representative of the Office of the Clerk, D.C. Court of Appeals, will select and segregate the precedent cases from the remainder of the case files prior to transfer to the Federal Records Center (FRC).</p> <p>B. Other Cases.</p> <p>Disposition: Transfer to FRC 1 year after disposition of case. Destroy 30 years after disposition of case.</p>		
2.	<p>Minutes of the Court</p> <p>The official minutes record the daily business of the Court. Every action taken each day by the Court including hearings, orders, judgments and opinions is recorded in these minutes which provides a historical record for the Court.</p> <p>Disposition: PERMANENT. Offer to the National Archives periodically when 10 years old.</p>		
3.	<p>Bar Records</p> <p><i>consist of</i></p> <p>These files include applications for admission to Bar by attorneys who are members of the Bar of other jurisdictions and have petitioned the Court for admission to the District of Columbia Bar. These records are confidential and must be available for period of time to officials of state and the federal government.</p> <p>Disposition: Destroy when 10 years old.</p> <p><i>Claire M. Whitaker 9/5/75</i></p>		

* Font ink changes authorized by telecon with Claire M. Whitaker, Dec A, Oct. 24/75.