

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 11 JUN 1973	JOB NO. 173-325
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 "with-drawn" in column 10.	
Date <i>June 1973</i>	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Administrative Office of the United States Courts

2. MAJOR SUBDIVISION
Business Administration Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Rose M. Houser

5. TEL. EXT.
1207 x388

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/7/73 (Date) *William C. Greerney Asst. Dir.* (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 align="center">UNITED STATES DISTRICT COURTS</p> <p>Original notes of proceedings before a court, whether made by the clerk or deputy clerk of the court or a court reporter, and/or sound recordings:</p> <p><u>In civil proceedings</u></p> <p>A. If original notes (and/or sound record) have been transcribed and a copy placed in the case file</p> <p>Dispose of original notes (and/or sound record) 10 years after transcribed.</p> <p>B. If not transcribed</p> <p>Retain original notes (and/or sound record) with case file.</p> <p><u>In criminal proceedings</u></p> <p>C. If original notes (and/or sound record) have been transcribed and a copy placed in the case file</p> <p>1) Dispose of original notes (and/or sound record) 10 years after transcribed.</p> <p>2) Transfer transcribed notes (with case files identified for permanent retention) to the Archives Branches 25 years after case is closed.</p> <p>D. If not transcribed</p> <p>1). Cases identified for permanent retention Retain original notes (and/or sound record) with case file.</p> <p>Transfer to Archives Branches with case file 25 years after case is closed.</p>		

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>2). Cases not identified for permanent retention</p> <p>Dispose of original record (and/or sound record) 30 years after final judgment or expiration of term of probation or sentence of imprisonment imposed, whichever is longest.</p>		