

Request for Records Disposition Authority

Records Schedule Number **DAA-0021-2013-0007**
Schedule Status **Approved**

Agency or Establishment **District Courts of the United States**
Record Group / Scheduling Group **Records of District Courts of the United States**
Records Schedule applies to **Major Subdivision**
Major Subdivision **District Court**
Schedule Subject **Non-Electronic Civil Case Files, including transcripts and minutes**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0021-2013-0007

Sequence Number	
1	A(7)a Domestic relations, adoption, mental incompetency, and probate files of the District of Columbia as defined in Pub L No 91-358, and similar case files maintained by territorial district courts Disposition Authority Number DAA-0021-2013-0007-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="371 409 1513 514">A(7)a Domestic relations, adoption, mental incompetency, and probate files of the District of Columbia as defined in Pub L No 91-358, and similar case files maintained by territorial district courts</p> <p data-bbox="371 525 1513 577">Disposition Authority Number DAA-0021-2013-0007-0001</p> <p data-bbox="371 588 1513 640">Final Disposition Permanent</p> <p data-bbox="371 651 1513 703">Item Status Active</p> <p data-bbox="371 714 1513 766">Is this item media neutral? No</p> <p data-bbox="371 777 1513 1018">Explanation of limitation The Judiciary is in the process of reviewing internal requirements to establish an effective national policy concerning the future transfer of electronic records to NARA. The completion of the requirement analysis, clearance, and implementation of said policy is a prerequisite to the transfer of electronic records included in this and similar proposed schedules</p> <p data-bbox="371 1029 1513 1144">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="371 1155 1513 1228">GRS or Superseded Authority Citation N1-021-10-2 Item 7a</p> <p data-bbox="371 1249 1513 1291">Disposition Instruction</p> <p data-bbox="371 1302 1513 1375">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after close of case</p> <p data-bbox="371 1407 1513 1449">Additional Information</p> <p data-bbox="371 1459 1513 1564">What will be the date span of the initial transfer of records to the National Archives? Unknown unknown</p> <p data-bbox="371 1575 1513 1680">How frequently will your agency transfer these records to the National Archives? Unknown unknown</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
06/27/2013	Certify	Omar Herran	Judiciary Records Officer	US Courts - Administrative Office
09/20/2013	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/24/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist