

Request for Records Disposition Authority

Records Schedule Number DAA-0021-2014-0001.

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 Agency-wide

Schedule Subject Human Resources

Internal agency concurrences will be provided No

Background Information This schedule applies to RGs 021, 123, 276, 321, 482, 502, 504, 578.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0021-2014-0001

Sequence Number	
1	RDS 1 C4d(2)/RDS 2 C1d(2)Performance management files Disposition Authority Number: DAA-0021-2014-0001-0001
2	RDS 1 C4e(1)/RDS 2 C1e(1)-Awards and bounses files Disposition Authority Number: DAA-0021-2014-0001-0002
3	RDS 1 C4e(2)/RDS 2 C1e(2) Awards and bonuses files Disposition Authority Number: DAA-0021-2014-0001-0003
4	RDS 1 C4e(3)/RDS 2 C1e(3)-Awards and bounses files. Disposition Authority Number: DAA-0021-2014-0001-0004

Records Schedule Items

Sequence Number	
1	<p>RDS 1 C4d(2)/RDS 2 C1d(2)Performance management files</p> <p>Disposition Authority Number DAA-0021-2014-0001-0001</p> <p>Individual records of employee performance including performance evaluation, performance plan upon which it is based, and rating, among other performance related materials maintained by the court.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation GRS 1, Item 23 (3)(b)</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when 4 years old or after audit, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>RDS 1 C4e(1)/RDS 2 C1e(1)-Awards and bounses files</p> <p>Disposition Authority Number DAA-0021-2014-0001-0002</p> <p>Employee recognition and/or bonus plans as applicable maintained by the court.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>GRS or Superseded Authority Citation GRS 1, Item 12</p> <p>Disposition Instruction</p>

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Retention Period Destroy when 4 years old, after AO audit, or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval Not Required

RDS 1 C4e(2)/RDS 2 C1e(2) Awards and bonuses files

Disposition Authority Number DAA-0021-2014-0001-0003

For each employee recognition award recipient, a court maintains documentation that includes: name/ID, amount/cost of award, category/criteria, supporting justification, aggregate amount/cost of all awards received by the employee per year, and other related documentation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation GRS 1 Item 12

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Disposition Instruction

Retention Period Destroy when 4 years old, after AO audit, or when no longer needed for reference, whichever is later.

Additional Information

GAO Approval Not Required

RDS 1 C4e(3)/RDS 2 C1e(3)-Awards and bounsess files.

Disposition Authority Number DAA-0021-2014-0001-0004

For each recruitment, retention, or relocation bonus, a court maintains documentation that includes name/ID, amount of bonus, service agreement, authorization, and other related documentation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation	GRS 1, Item 12
Disposition Instruction	
Retention Period	Destroy when 4 years old, after AO audit, or when no longer needed for reference, whichever is later.
Additional Information	
GAO Approval	Not Required

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
03/28/2014	Certify	Edward Dukes	Deputy Records Officer	Office of Court Administration - Public Access and Records Management Division
06/13/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist