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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0021-2019-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0021-2019-0002
Schedule Status Returned Without Action

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 Administrative Records
Internal agency concurrences will be provided No

Background Information In addition to RG 021, this schedule also applies to record groups 276, 321, 482, 502, 504, and 578.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Request for Records Disposition Authority

Records Schedule: **DAA-0021-2019-0002**

Outline of Records Schedule Items for DAA-0021-2019-0002

Sequence Number

1

Job Vacancy Files (RDS 1, Item D10, RDS 2, Item C10, and RDS 3, Item B10) Disposition Authority Number: DAA-0021-2019-0002-0001
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Records Schedule Items

Sequence Number	
1	<p>Job Vacancy Files (RDS 1, Item D10, RDS 2, Item C10, and RDS 3, Item B10)</p> <p>Disposition Authority Number DAA-0021-2019-0002-0001</p> <p>Court recruitment files consisting of: • Copy of the vacancy announcement, job analysis, if applicable • Copy of newspaper advertisements (or other forms of advertising) • List of recruitment sources • Application materials with date of receipt • Ranking or rating criteria, if applicable (to include rating/scoring definitions and/or methodology) • List of applicants with designation or not qualified, qualified, and best qualified • List of applicants interviewed • List of interview questions used • New Appointment Applicants and Interviewees Worksheet (Part D of the AO 78A), and • Other relevant recruitment documentation.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 2 year(s) after appointment.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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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.
11/26/2018	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
11/30/2018	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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