Request for Records Disposition Authority

Records Schedule Number	DAA-0021-2019-0003
Schedule Status	Modified Approved Version
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	Revisions to court schedules for media neutrality.
Internal agency concurrences will be provided	No

Background Information

Item Count

Number of Total Disposition Items			Number of Withdrawn Disposition Items
25	10	15	0

GAO Approval

Outline of Records Schedule Items for DAA-0021-2019-0003

Sequence Number	
1	RDS 1 A.3.a/RDS 2 A.2.a.Sealed Records. Those case records which have been s ealed by the court order while such order is in effect. Records sealed for protection of the defendant under 18 U.S.C section 5038 or 21 U.S.C section 844(b) [repeale d] (This item applies to record groups 021,123,276,321,482,502,504,and 578). Disposition Authority Number: DAA-0021-2019-0003-0001
2	RDS 1 B.2.a/ RDS 2 B.3.a. Attorney admission records. Approved for admission. (This item applies to record groups 021, 123, 276, 321, 482, 502, 504, 578.) Disposition Authority Number: DAA-0021-2019-0003-0003
3	RDS 1 B.2.b/ RDS 2 B.3.b. Attorney admission records. Attorney Discipline. (This it em applies to record groups 021, 123, 276, 321, 482, 502, 504, and 578.) Disposition Authority Number: DAA-0021-2019-0003-0004
4	RDS 1 B.2.c./ RDS 2 B.3.c. Attorney admission records. Other records.(This item a pplies to record groups 021, 123, 276, 321, 482, 502, 504, and 578.) Disposition Authority Number: DAA-0021-2019-0003-0005
5	RDS 1 B.4./ RDS 2 A.13.d. Attorney disbarment proceedings.(This item applies to r ecord groups 021, 123, 276, 321, 482, 502, and 504 .) Disposition Authority Number: DAA-0021-2019-0003-0006
6	RDS 1 C.1.a. Miscellaneous Appellate and Circuit Records. Circuit Judicial Council . (This item applies to record group 276.) Disposition Authority Number: DAA-0021-2019-0003-0007
7	RDS 1 C.1.c Miscellaneous Appellate and Circuit Records. Circuit Judicial Council. All other council records. (This item applies to record group 276.) Disposition Authority Number: DAA-0021-2019-0003-0008
8	RDS 1 C.2.a.Miscellaneous Appellate and Circuit Records. Circuit Judicial Confere nce. (This item applies to record group 276.) Disposition Authority Number: DAA-0021-2019-0003-0009
9	RDS 1 C.2.b Miscellaneous Appellate and Circuit Records. Circuit Judicial Confere nce. All other circuit conference records. (This item applies to record group 276.) Disposition Authority Number: DAA-0021-2019-0003-0010
10	RDS 1 C.3. Miscellaneous Appellate and Circuit Records. Judicial assignments an d designations to and from the courts of appeals. 28 U.S.C. Section 295. (This item applies to record groups 276 and 504.) Disposition Authority Number: DAA-0021-2019-0003-0011
11	RDS 1 C.4. Miscellaneous Appellate and Circuit Records. Records of Special Pros ecutors appointed by a court of appeals 28 U.S.C. section 593. (This item applies t o record groups 276 and 504.) Disposition Authority Number: DAA-0021-2019-0003-0012

12	RDS 2.A.3.a. Docket Sheets.Dockets of U.S. Commissioners and Magistrates in p etty offense cases. (This item applies to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0013
13	RDS 2.A.3.b. Docket Sheets. All other docket sheets. (This item applies to record g roup 021, 123, 321, 482, 502, and 578.) Disposition Authority Number: DAA-0021-2019-0003-0014
14	RDS 2A. 4. Case Indices. (This item applies to record groups 021,123,321,482,502 , and 578.) Disposition Authority Number: DAA-0021-2019-0003-0015
15	RDS 2 A.5. Judgment and order books. (This item applies to record groups 021,12 3,321,482,502,and 578.) Disposition Authority Number: DAA-0021-2019-0003-0016
16	RDS 2 A.16. Violation notices. (This item applies to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0017
17	RDS 2 A.17.a. Probation and pretrial files. Supervision case files including investig ation and supervision data. (This item applies to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0018
18	RDS 2 A.17.b. Probation and pretrial files. Investigation files on individuals not und er supervision of probation office, including files of pretrial services agencies. (This item applies to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0019
19	RDS 2 B.1. Miscellaneous Records of Proceedings. Minute sheets. Courts are enc ouraged to file minute sheets in the case file. (This item applies to record groups 0 21,123,321,482, 502, and 578.) Disposition Authority Number: DAA-0021-2019-0003-0020
20	RDS 2 B.4. Naturalization records. (This item applies to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0021
21	RDS 2 B.5. Notice of federal tax liens. (This item applies to record groups 021 and 578.) Disposition Authority Number: DAA-0021-2019-0003-0022
22	RDS 2 B.6. Appointment of process agents by surety companies. (This item applie s to record groups 021 and 578.) Disposition Authority Number: DAA-0021-2019-0003-0023
23	RDS 2 B.7. Security copies of Certificates of Electors Voting for President and Vice President. (This item applies to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0024
24	RDS 2 A.17.c Probation and pretrial files. Pretrial diversion case files. (This item ap plied to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0025

RDS 1 A.3b/RDS 2 A.2.b and A.2.c Sealed Records. Those case records which ha ve been sealed by the court order while such order is in effect. (This item applies to all record groups 021, 123, 276, 321, 482, 502, 504 and 578). Disposition Authority Number: DAA-0021-2019-0003-0026

Records Schedule Items

Sequence Number		
1	have been sealed by the cou sealed for protection of the d	ealed Records. Those case records which art order while such order is in effect. Records lefendant under 18 U.S.C section 5038 or lealed] (This item applies to record groups 04,and 578).
	Disposition Authority Number	DAA-0021-2019-0003-0001
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-021-86-1, Part 2/A/2/a
	Disposition Instruction	
	Retention Period	Destroy as directed by the court. Do not transfer to an FRC.
	Additional Information	
	GAO Approval	Not Required
2		Attorney admission records. Approved for admission. groups 021, 123, 276, 321, 482, 502, 504, 578.)
	Disposition Authority Number	DAA-0021-2019-0003-0003
		o practice. Records may consist of application letters, r listings, significant background materials, and a.
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

electronic format(s) other than e-			
mail and word processing?			
Do any of the records covered by this item exist as structured electronic data?	No		
GRS or Superseded Authority Citation	N1-	116-00-1/2	
Disposition Instruction			
Cutoff Instruction	Cut	off annually upon admiss	ion.
Transfer to the National Archives for Accessioning		nsfer to off-site storage w nsfer to NARA 25 years a	-
Additional Information			
What will be the date span of the initial transfer of records to the National Archives?	-	nown nown. Records are main	tained at each District.
How frequently will your agency transfer these records to the National Archives?		nown nown. Records are main	tained at each District.
		Estimated Current Volume	Annual Accumulation
Electronic/Digital		800 GB	50 GB
Paper		6000 Cubic feet	
Microform			
Hardcopy or Analog Special Media	1		
	Attorn s 021		
Media RDS 1 B.2.b/ RDS 2 B.3.b. A item applies to record groups Disposition Authority Number Records relative to disciplina another state or federal cour	Attorn s 021 DAA ary ac t, cor	, 123, 276, 321, 482, 502 A-0021-2019-0003-0004 ctions. Records may cons respondence, orders, mo	2, 504, and 578.)
Media RDS 1 B.2.b/ RDS 2 B.3.b. A item applies to record groups Disposition Authority Number Records relative to disciplina another state or federal cour attorney, notice of hearings,	Attorn s 021 DAA ary ac t, cor and t	, 123, 276, 321, 482, 502 A-0021-2019-0003-0004 ctions. Records may cons respondence, orders, mo	2, 504, and 578.)
Media RDS 1 B.2.b/ RDS 2 B.3.b. A item applies to record groups	Attorn s 021 DAA ary ac t, cor and t	, 123, 276, 321, 482, 502 A-0021-2019-0003-0004 etions. Records may cons respondence, orders, mo priefs. hporary	2, 504, and 578.)

Do any of the records by this item currently e electronic format(s) oth mail and word process	exist in her than e-	Yes
Do any of the records of by this item exist as str electronic data?		No
GRS or Superseded A Citation	uthority	N1-116-00-1/3
Disposition Instruct	tion	
Cutoff Instruction		Cutoff annually when action is complete
Transfer to Inactive Sto	orage	Transfer to offsite storage 5 years after cutoff
Retention Period		Destroy 50 year(s) after cutoff
Additional Informat	ion	
GAO Approval		Not Required
		Attorney admission records. Other records.(This item , 123, 276, 321, 482, 502, 504, and 578.)
Disposition Authority N	lumber	DAA-0021-2019-0003-0005
	• • •	lications not approved for admission and applications ccess to PACER or fee waivers
Final Disposition		Temporary
Item Status		Active
Is this item media neut	iral?	Yes
Do any of the records of by this item currently e electronic format(s) oth mail and word process	exist in her than e-	Yes
Do any of the records of by this item exist as str electronic data?		No
GRS or Superseded A Citation	uthority	N1-021-86-1, Part 1/ B2c N1-021-86-1, Part 2/B3c
Disposition Instruct	tion	
Cutoff Instruction		Cutoff annually when action is complete
Retention Period		Destroy 5 year(s) after cutoff
Additional Informat	ion	
GAO Approval		Not Required

RDS 1 B.4./ RDS 2 A.13.d. / record groups 021, 123, 276			ngs.(This item applies to
Disposition Authority Number	DAA	-0021-2019-0003-0006	
Records may be reciprocal of state or federal court, corres notices of hearings, and brie	pond		
Final Disposition	Per	manent	
Item Status	Acti	ve	
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?	Yes		
Do any of the records covered by this item exist as structured electronic data?	No		
GRS or Superseded Authority Citation		116-00-1/1 21-86-1/Part2/A13d	
Disposition Instruction			
Cutoff Instruction	Cut	off annually when procee	eding is complete
Transfer to Inactive Storage	Trai	nsfer to offsite storage 5	years after cutoff
Transfer to the National Archives for Accessioning	Trai cuto	nsfer to the National Arch ff	nives 25 year(s) after
Additional Information			
What will be the date span of the initial transfer of records to the National Archives?		nown nown. Records are mair	tained at each District.
How frequently will your agency ransfer these records to the National Archives?	-	nown nown. Records are mair	tained at each District.
		Estimated Current Volume	Annual Accumulation
Electronic/Digital		15 GB	1 GB
Paper		200 Cubic feet	
Microform			

	Estimated Current Volun	ne Annual Accumulation
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown. Records are m	naintained at each Circuit.
What will be the date span of the nitial transfer of records to the National Archives?	Unknown Unknown. Records are m	naintained at each Circuit.
Additional Information		
Transfer to the National Archives or Accessioning	Transfer to NARA when 2	25 years old.
Cutoff Instruction	Cutoff annually at end of	calendar year
Disposition Instruction		
GRS or Superseded Authority Citation	N1-021-86-1, Part 1/C1a	
Do any of the records covered by this item exist as structured electronic data?	No	
Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	Yes	
s this item media neutral?	Yes	
tem Status	Active	
Final Disposition	Permanent	
Minutes, final reports, and ot	ner documents related to	council action.
Council. (This item applies to Disposition Authority Number	record group 276.) DAA-0021-2019-0003-00	07
	record group 276.)	

Hardcopy or Analog Specia Media	
	Appellate and Circuit Records. Circuit Judicial Co
Disposition Authority Number	DAA-0021-2019-0003-0008
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-021-86-1, Part 1/C1b
Disposition Instruction	
Cutoff Instruction	Cutoff annually at end of calendar year
Retention Period	Destroy 5 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
RDS 1 C.2.a.Miscellaneous Conference. (This item appli	Appellate and Circuit Records. Circuit Judicial ies to record group 276.)
Disposition Authority Number	DAA-0021-2019-0003-0009
	, if any. Records may consist of reports, agendas, ummaries, minutes, reports of council actions, and
Final Disposition	Permanent
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?	Yes

Do any of the records covered by this item exist as structured electronic data?	No		
GRS or Superseded Authority Citation	N1-	116-00-1/4	
Disposition Instruction			
Cutoff Instruction	Cut	off annually at end of cale	endar year
Transfer to the National Archives for Accessioning		nsfer to off site storage w nsfer to NARA when 25 y	-
Additional Information			
What will be the date span of the initial transfer of records to the National Archives?		nown nown. Records are maint	tained at each Circuit.
How frequently will your agency transfer these records to the National Archives?	-	nown nown. Records are maint	tained at each Circuit.
		Estimated Current Volume	Annual Accumulation
Electronic/Digital		10 GB	1 GB
Paper		200 Cubic feet	
Microform			
Hardcopy or Analog Specia Media	I		
RDS 1 C.2.b Miscellaneous Conference. All other circuit 276.) Disposition Authority Number	confe		
Conference. All other circuit 276.)	confe DAA	erence records. (This item	
Conference. All other circuit 276.) Disposition Authority Number Final Disposition	confe DAA	erence records. (This item A-0021-2019-0003-0010 nporary	
Conference. All other circuit 276.) Disposition Authority Number	DAA Terr	erence records. (This item A-0021-2019-0003-0010 nporary	

Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-021-86-1, Part 1/C2b
Disposition Instruction	
Cutoff Instruction	Cutoff annually at end of calendar year
Retention Period	Destroy 5 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
	ppellate and Circuit Records. Judicial assignments n the courts of appeals. 28 U.S.C. Section 295. (Thi s 276 and 504.)
Disposition Authority Number	DAA-0021-2019-0003-0011
Records may consist of corrected orders.	espondence, requests for judicial assignments and
Final Disposition	Temporary
Item Status	Active
Item Status Is this item media neutral?	Active Yes
Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	
Is this item media neutral? Do any of the records covered by this item currently exist in	Yes
Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured	Yes Yes
Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority	Yes Yes No
Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation	Yes Yes No
Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation Disposition Instruction	Yes Yes No N1-116-00-1/5 Cutoff annually at end of calendar year
Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation Disposition Instruction Cutoff Instruction	Yes Yes No N1-116-00-1/5 Cutoff annually at end of calendar year Transfer to off site storage when no longer neede
Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation Disposition Instruction Cutoff Instruction Transfer to Inactive Storage	Yes Yes No N1-116-00-1/5 Cutoff annually at end of calendar year Transfer to off site storage when no longer needed for reference.

11		ppellate and Circuit Records. Records of Special court of appeals 28 U.S.C. section 593. (This item and 504.)
	Disposition Authority Number	DAA-0021-2019-0003-0012
	Final Disposition	Permanent
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-021-86-1,Part 1/C9
	Disposition Instruction	
	Cutoff Instruction	Cutoff when case closes
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 25 year(s) after cutoff
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown. Records are maintained at each Circuit.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown. Records are maintained at each Circuit.
12		Dockets of U.S. Commissioners and Magistrates in em applies to record group 021.)
	Disposition Authority Number	DAA-0021-2019-0003-0013
	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?	Yes

Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-021-86-1, Part 2/A3a.
Disposition Instruction	
Cutoff Instruction	Cutoff annually at end of calendar year in which case closes
Retention Period	Destroy 5 years after final action. (Note: U.S Commissioners were replaced by U.S Magistrates in 1969 - 1970)
Additional Information	
GAO Approval	Not Required
RDS 2.A.3.b. Docket Sheets group 021, 123, 321, 482, 50	. All other docket sheets. (This item applies to record 02, and 578.)
Disposition Authority Number	DAA-0021-2019-0003-0014
Final Disposition	Permanent
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-021-86-1, Part 2/A3b.
Disposition Instruction	
Transfer to the National Archives for Accessioning	Transfer to NARA when 25 years old. Any machine readable tapes of dockets are to be transferred to NARA with the complete documentation when cases are closed and the records become inactive.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Records are maintained at each Court.

	Estimated Current Volume	Annual Accumulatio
Electronic/Digital	100 GB	10 GB
Paper	4000 Cubic feet	
Microform		
Hardcopy or Analog Specia Media	I	
RDS 2A. 4. Case Indices. (T 021,123,321,482,502, and 5 Disposition Authority Number	,	ups
Disposition Authonity Number	DAA-0021-2019-0003-0015	
Final Disposition	Permanent	
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?	Yes	
	No	
Do any of the records covered by this item exist as structured electronic data?		
by this item exist as structured	N1-021-86-1, Part 2/A4	
by this item exist as structured electronic data? GRS or Superseded Authority		
by this item exist as structured electronic data? GRS or Superseded Authority Citation		e to be transferred entation when cas
by this item exist as structured electronic data? GRS or Superseded Authority Citation Disposition Instruction Transfer to the National Archives	N1-021-86-1, Part 2/A4 Transfer to NARA when 25 y readable tapes of indices ar NARA with complete docum	e to be transferred entation when cas

	Estimated Current Volume	Annual Accumulatio
Electronic/Digital	10 GB	1 GB
Paper	200 Cubic feet	
Microform		
Hardcopy or Analog Specia Media	al	
RDS 2 A.5. Judgment and c 021,123,321,482,502,and 5	order books. (This item applies 78.)	s to record groups
Disposition Authority Number	DAA-0021-2019-0003-0016	
Final Disposition	Permanent	
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-	Yes	
mail and word processing?		
mail and word processing? Do any of the records covered by this item exist as structured electronic data?	No	
Do any of the records covered by this item exist as structured	No N1-021-86-1, Part 2/A5	
Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority		
Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation		lendar year
Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation Disposition Instruction	N1-021-86-1, Part 2/A5	•
Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation Disposition Instruction Cutoff Instruction Transfer to the National Archives	N1-021-86-1, Part 2/A5 Cutoff annually at end of ca Transfer to the National Arc	•

Electronic Records Archives

		Estimated Current Volume	Annual Accumulation
	Electronic/Digital	120 GB	7 GB
	Paper	1000 Cubic feet	
	Microform		
	Hardcopy or Analog Special Media		
ò	RDS 2 A.16. Violation notice	s. (This item applies to record	d group 021.)
	Disposition Authority Number	DAA-0021-2019-0003-0017	
	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?	Yes	
	Do any of the records covered by this item exist as structured electronic data?	No	
	GRS or Superseded Authority Citation	N1-021-86-1, Part 2/A16	
	Disposition Instruction		
	Cutoff Instruction	Cutoff after forfeiture or dism	nissal
	Retention Period	Destroy 90 days after postin collateral or dismissal.	g and forfeiture of
	Additional Information		
	GAO Approval	Not Required	
7		d pretrial files. Supervision can n data. (This item applies to re	•
	3		• • •

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-021-86-1, Part 2/A17a
Disposition Instruction	
Cutoff Instruction	Cutoff upon termination of supervision
Retention Period	Destroy 20 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
RDS 2 A.17.b. Probation and under supervision of probatio	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record g	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.)
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record of Disposition Authority Number	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record of Disposition Authority Number Final Disposition	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record g Disposition Authority Number Final Disposition Item Status	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record of Disposition Authority Number Final Disposition Item Status Is this item media neutral?	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active Yes
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record g Disposition Authority Number Final Disposition Item Status	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record of Disposition Authority Number Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active Yes
RDS 2 A.17.b. Probation and under supervision of probatic (This item applies to record of Disposition Authority Number Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active Yes Yes
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record of Disposition Authority Number Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active Yes Yes
RDS 2 A.17.b. Probation and under supervision of probatic (This item applies to record of Disposition Authority Number Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active Yes Yes
RDS 2 A.17.b. Probation and under supervision of probatio (This item applies to record g Disposition Authority Number Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Do any of the records covered by this item exist as structured electronic data? GRS or Superseded Authority Citation Disposition Instruction	d pretrial files. Investigation files on individuals not on office, including files of pretrial services agencies group 021.) DAA-0021-2019-0003-0019 Temporary Active Yes Yes No N1-021-86-1, Part 2/A17b

RDS 2 B.1. Miscellaneous R		Required Is of Proceedinas. Minut	te sheets. Courts
encouraged to file minute sh groups 021,123,321,482, 50	neets i	n the case file. (This iter	
Disposition Authority Number	DAA	-0021-2019-0003-0020	
Final Disposition	Perr	nanent	
Item Status	Activ	/e	
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?	Yes		
Do any of the records covered by this item exist as structured electronic data?	No		
GRS or Superseded Authority Citation	N1-(021-86-1, Part 2/B1	
Disposition Instruction			
Cutoff Instruction	Cuto	off annually at end of cal	endar year
Transfer to the National Archives for Accessioning	Tran cuto	sfer to the National Arc ff	hives 25 year(s) a
Additional Information			
What will be the date span of the initial transfer of records to the National Archives?	-	nown nown. Records are mair	ntained at each Co
How frequently will your agency transfer these records to the National Archives?		nown nown. Records are mair	ntained at each Co
		Estimated Current Volume	Annual Accumulati
Electronic/Digital		15 GB	750 MB
Paper		300 Cubic feet	

Hardcopy or Analog Special Media			
RDS 2 B.4. Naturalization red	cords	s. (This item applies to re	ecord group 021.
Disposition Authority Number		A-0021-2019-0003-0021	0
Records contain materials su naturalization reports and con granting petitions for name cl certificates, and indexes to co	rresp hang	ondence, petitions for n es, declarations of inten	ame changes, or tions, naturalizat
Final Disposition	Peri	manent	
Item Status	Acti	ve	
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?	Yes		
Do any of the records covered by this item exist as structured electronic data?	No		
GRS or Superseded Authority Citation	N1-(021-86-1, Part 2/B4	
Disposition Instruction			
Cutoff Instruction	Cut	off annually at end of cal	lendar year
Transfer to the National Archives for Accessioning	Trar cuto	nsfer to the National Arc ff	hives 25 year(s)
Additional Information			
What will be the date span of the initial transfer of records to the National Archives?		nown nown. Records are mair	ntained at each C
How frequently will your agency transfer these records to the National Archives?	-	nown nown. Records are mair	ntained at each C
		Estimated Current Volume	Annual Accumulat
Electronic/Digital		100 GB	10 GB

	Microform			
	Hardcopy or Analog Special Media			
21	RDS 2 B.5. Notice of federal tax liens. (This item applies to record groups 021 and 578.)			
	Disposition Authority Number	DAA-0021-2019-0003-0022		
	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?	Yes		
	Do any of the records covered by this item exist as structured electronic data?	No		
	GRS or Superseded Authority Citation	N1-021-88-1/1		
	Disposition Instruction			
	Retention Period	Destroy 6 years and 30 days after the date of assessment indicated on the notice.		
	Additional Information			
	GAO Approval	Not Required		
22	RDS 2 B.6. Appointment of p applies to record groups 021	process agents by surety companies. (This item and 578.)		
	Disposition Authority Number	DAA-0021-2019-0003-0023		
	Final Disposition	Temporary		
	Item Status	Inactive		
	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?	Yes		

by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-021-86-1, Part 2/B6
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-0021-2020-0002-0001
Disposition Instruction	
Cutoff Instruction	Cutoff upon revocation
Retention Period	Destroy 7 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
RDS 2 B.7. Security copies of President. (This item applies	of Certificates of Electors Voting for President and Vice to record group 021.)
Disposition Authority Number	DAA-0021-2019-0003-0024
Deposited with the judge of t U.S.C. Sections 11 and 13.	he district in which electors assembled pursuant to 3
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
	N1-021-86-1, Part 2/B7
GRS or Superseded Authority Citation	
Citation	Destroy when 6 months old.
Citation Disposition Instruction	Destroy when 6 months old.
Citation Disposition Instruction Retention Period	Destroy when 6 months old. Not Required

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?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-021-86-1, Part 2/A17c
Disposition Instruction	
Cutoff Instruction	Cutoff on termination of supervision
Retention Period	Destroy 20 years after cutoff
Additional Information	
Additional Information GAO Approval	Not Required
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co	nd A.2.c Sealed Records. Those case records which
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co	nd A.2.c Sealed Records. Those case records whic ourt order while such order is in effect. (This item ap
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co to all record groups 021, 12	nd A.2.c Sealed Records. Those case records which ourt order while such order is in effect. (This item ap 3, 276, 321, 482, 502, 504 and 578).
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co to all record groups 021, 12 Disposition Authority Number	nd A.2.c Sealed Records. Those case records which ourt order while such order is in effect. (This item ap 3, 276, 321, 482, 502, 504 and 578).
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co to all record groups 021, 12 Disposition Authority Number Other sealed records.	nd A.2.c Sealed Records. Those case records which ourt order while such order is in effect. (This item ap 3, 276, 321, 482, 502, 504 and 578). DAA-0021-2019-0003-0026
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co to all record groups 021, 12 Disposition Authority Number Other sealed records. Final Disposition	nd A.2.c Sealed Records. Those case records which burt order while such order is in effect. (This item ap 3, 276, 321, 482, 502, 504 and 578). DAA-0021-2019-0003-0026 Temporary
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co to all record groups 021, 12 Disposition Authority Number Other sealed records. Final Disposition Item Status	nd A.2.c Sealed Records. Those case records which burt order while such order is in effect. (This item ap 3, 276, 321, 482, 502, 504 and 578). DAA-0021-2019-0003-0026 Temporary Active Yes Yes
GAO Approval RDS 1 A.3b/RDS 2 A.2.b ar have been sealed by the co to all record groups 021, 12 Disposition Authority Number Other sealed records. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	nd A.2.c Sealed Records. Those case records which burt order while such order is in effect. (This item ap 3, 276, 321, 482, 502, 504 and 578). DAA-0021-2019-0003-0026 Temporary Active Yes Yes

Retention Period	Maintain separately from the related case file. When the order sealing the records is vacated by the court, dispose of in accordance with related case file.
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	Ву	Title	Organization
01/15/2019	Certify	Omar Herran	Judiciary Records O fficer	DPS - CSO
06/17/2020	Submit for Concur rence	David Weber	Senior Appraisal Arc hivisit	National Archives and Records Administration - Records Management Services
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Services
08/05/2020	Concur	Laurence Brewer	Chief Records Office r	National Records and Archives Administration - National Records and Archives Administration
08/05/2020	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist