

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 sealed 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 Records sealed for protection of the defendant under 18 U.S.C section 5038 or 21 U.S.C section 844(b) [repealed] (This item applies to record groups 021,123,276,321,482,502,504,and 578).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 item 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 applies 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 record 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 Conference. (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 Conference. 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 and 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 Prosecutors appointed by a court of appeals 28 U.S.C. section 593. (This item applies to 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 petty 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 group 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, 123, 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 investigation 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 under 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 encouraged to file minute sheets in the case file. (This item applies to record groups 021, 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 applies 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 applies to record group 021.) Disposition Authority Number: DAA-0021-2019-0003-0025

25

RDS 1 A.3b/RDS 2 A.2.b and A.2.c Sealed Records. Those case records which have 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	<p>RDS 1 A.3.a/RDS 2 A.2.a.Sealed Records. Those case records which have been sealed 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) [repealed] (This item applies to record groups 021,123,276,321,482,502,504,and 578).</p> <p>Disposition Authority Number      DAA-0021-2019-0003-0001</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?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      No</p> <p>GRS or Superseded Authority Citation      N1-021-86-1, Part 2/A/2/a</p> <p>Disposition Instruction</p> <p>Retention Period                      Destroy as directed by the court. Do not transfer to an FRC.</p> <p>Additional Information</p> <p>GAO Approval                              Not Required</p>
2	<p>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.)</p> <p>Disposition Authority Number      DAA-0021-2019-0003-0003</p> <p>Rolls of attorneys admitted to practice. Records may consist of application letters, admission cards or computer listings, significant background materials, and records of court proceedings.</p> <p>Final Disposition                      Permanent</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</p>

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 **Cutoff annually upon admission.**

Transfer to the National Archives for Accessioning **Transfer to off-site storage when 5 years old. Transfer to NARA 25 years 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 District.**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Unknown. Records are maintained at each District.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	800 GB	50 GB
Paper	6000 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

3

**RDS 1 B.2.b/ RDS 2 B.3.b. Attorney admission records. Attorney Discipline. (This item applies to record groups 021, 123, 276, 321, 482, 502, 504, and 578.)**

Disposition Authority Number **DAA-0021-2019-0003-0004**

**Records relative to disciplinary actions. Records may consist of orders from another state or federal court, correspondence, orders, motions, notices to the attorney, notice of hearings, and briefs.**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

4	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	N1-116-00-1/3
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff annually when action is complete
	Transfer to Inactive Storage	Transfer to offsite storage 5 years after cutoff
	Retention Period	Destroy 50 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>RDS 1 B.2.c./ RDS 2 B.3.c. Attorney admission records. Other records.(This item applies to record groups 021, 123, 276, 321, 482, 502, 504, and 578.)</b>	
	Disposition Authority Number	DAA-0021-2019-0003-0005
	<b>Other records, including applications not approved for admission and applications for routine actions such as access to PACER or fee waivers. .</b>	
	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/ B2c N1-021-86-1, Part 2/B3c
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff annually when action is complete
Retention Period	Destroy 5 year(s) after cutoff	
<b>Additional Information</b>		
GAO Approval	Not Required	

5

RDS 1 B.4./ RDS 2 A.13.d. Attorney disbarment proceedings.(This item applies to record groups 021, 123, 276, 321, 482, 502, and 504 .)

Disposition Authority Number      DAA-0021-2019-0003-0006

Records may be reciprocal or original. Records may consist of orders from another state or federal court, correspondence, orders, motions, notices to the attorney, notices of hearings, and briefs.

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      N1-116-00-1/1  
N1-21-86-1/Part2/A13d

**Disposition Instruction**

Cutoff Instruction                      Cutoff annually when proceeding is complete

Transfer to Inactive Storage          Transfer to offsite storage 5 years after cutoff

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 District.

How frequently will your agency transfer these records to the National Archives?      Unknown  
Unknown. Records are maintained at each District.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	15 GB	1 GB
Paper	200 Cubic feet	
Microform		



<b>Hardcopy or Analog Special Media</b>		
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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**

**Minutes, final reports, and other documents related to council action.**

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/C1a**

**Disposition Instruction**

Cutoff Instruction                      **Cutoff annually at end of calendar year**

Transfer to the National Archives for Accessioning      **Transfer to NARA when 25 years old.**

**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.**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>5 GB</b>	<b>50 MB</b>
<b>Paper</b>	<b>200 Cubic feet</b>	
<b>Microform</b>		

<b>Hardcopy or Analog Special Media</b>		
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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**

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**

8

**RDS 1 C.2.a.Miscellaneous Appellate and Circuit Records. Circuit Judicial Conference. (This item applies to record group 276.)**

Disposition Authority Number      **DAA-0021-2019-0003-0009**

**Formal actions and minutes, if any. Records may consist of reports, agendas, correspondence, meeting summaries, minutes, reports of council actions, and subcommittee reports.**

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 **Cutoff annually at end of calendar year**

Transfer to the National Archives for Accessioning **Transfer to off site storage when 5 years old. Transfer to NARA when 25 years old.**

**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.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	1 GB
Paper	200 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

9

**RDS 1 C.2.b Miscellaneous Appellate and Circuit Records. Circuit Judicial Conference. All other circuit conference records. (This item applies to record group 276.)**

Disposition Authority Number **DAA-0021-2019-0003-0010**

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**

10	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
	<b>RDS 1 C.3. Miscellaneous Appellate and Circuit Records. Judicial assignments and designations to and from the courts of appeals. 28 U.S.C. Section 295. (This item applies to record groups 276 and 504.)</b>	
	Disposition Authority Number	DAA-0021-2019-0003-0011
	<b>Records may consist of correspondence, requests for judicial assignments and orders.</b>	
	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	N1-116-00-1/5
	Disposition Instruction	
	Cutoff Instruction	Cutoff annually at end of calendar year
	Transfer to Inactive Storage	Transfer to off site storage when no longer needed for reference.
	Retention Period	Destroy 50 year(s) after cutoff
Additional Information		
GAO Approval	Not Required	

11

**RDS 1 C.4. Miscellaneous Appellate and Circuit Records. Records of Special Prosecutors appointed by a court of appeals 28 U.S.C. section 593. (This item applies to record groups 276 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

**RDS 2.A.3.a. Docket Sheets. Dockets of U.S. Commissioners and Magistrates in petty offense cases. (This item 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

13	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.
	<b>Disposition Instruction</b>	
	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)
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>RDS 2.A.3.b. Docket Sheets. All other docket sheets. (This item applies to record group 021, 123, 321, 482, 502, and 578.)</b>	
	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.
	<b>Disposition Instruction</b>	
	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.
	<b>Additional Information</b>	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Records are maintained at each Court.	

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Records are maintained at each Court.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 GB	10 GB
Paper	4000 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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**

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/A4**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to NARA when 25 years old. Machine readable tapes of indices are to be transferred to NARA with 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**  
**Unknown. Indices are maintained by each Court.**

How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Unknown. Indices are maintained by each Court.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	10 GB	1 GB
Paper	200 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

15 RDS 2 A.5. Judgment and order books. (This item applies to record groups 021,123,321,482,502,and 578.)

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-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/A5**

**Disposition Instruction**

Cutoff Instruction **Cutoff annually at end of calendar year**

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 Court.**



How frequently will your agency transfer these records to the National Archives? **Unknown**  
**Unknown. Records are maintained at each Court.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	120 GB	7 GB
Paper	1000 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

16 **RDS 2 A.16. Violation notices. (This item applies to record 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 dismissal**

Retention Period **Destroy 90 days after posting and forfeiture of collateral or dismissal.**

**Additional Information**

GAO Approval **Not Required**

17 **RDS 2 A.17.a. Probation and pretrial files. Supervision case files including investigation and supervision data. (This item applies to record group 021.)**

Disposition Authority Number **DAA-0021-2019-0003-0018**

18	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
	<b>RDS 2 A.17.b. Probation and pretrial files. Investigation files on individuals not under supervision of probation office, including files of pretrial services agencies. (This item applies to record group 021.)</b>	
	Disposition Authority Number	DAA-0021-2019-0003-0019
	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/A17b
	Disposition Instruction	
Cutoff Instruction	Cutoff after completion of investigation	
Retention Period	Destroy 20 year(s) after cutoff	
Additional Information		

19

GAO Approval **Not Required**  
**RDS 2 B.1. Miscellaneous Records of Proceedings. Minute sheets. Courts are encouraged to file minute sheets in the case file. (This item applies to record groups 021,123,321,482, 502, and 578.)**

Disposition Authority Number **DAA-0021-2019-0003-0020**

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/B1**

**Disposition Instruction**

Cutoff Instruction **Cutoff annually at end of calendar year**

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 Court.**

How frequently will your agency transfer these records to the National Archives? **Unknown  
Unknown. Records are maintained at each Court.**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	15 GB	750 MB
Paper	300 Cubic feet	
Microform		

<b>Hardcopy or Analog Special Media</b>		
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20

**RDS 2 B.4. Naturalization records. (This item applies to record group 021.)**

Disposition Authority Number      **DAA-0021-2019-0003-0021**

Records contain materials such as: petitions for naturalization, monthly naturalization reports and correspondence, petitions for name changes, orders granting petitions for name changes, declarations of intentions, naturalization certificates, and indexes to certificates, 8 U.S.C Section 1450.

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/B4**

**Disposition Instruction**

Cutoff Instruction                        **Cutoff annually at end of calendar year**

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 Court.**

How frequently will your agency transfer these records to the National Archives?      **Unknown  
Unknown. Records are maintained at each Court.**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>100 GB</b>	<b>10 GB</b>
<b>Paper</b>	<b>1000 Cubic feet</b>	

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 process agents by surety companies. (This item applies to record groups 021 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**

23	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/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 Certificates of Electors Voting for President and Vice President. (This item applies to record group 021.)	
	Disposition Authority Number	DAA-0021-2019-0003-0024
	Deposited with the judge of the district in which electors assembled pursuant to 3 U.S.C. Sections 11 and 13.	
	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/B7	
Disposition Instruction		
Retention Period	Destroy when 6 months old.	
Additional Information		
GAO Approval	Not Required	
24	RDS 2 A.17.c Probation and pretrial files. Pretrial diversion case files. (This item applied to record group 021.)	

Disposition Authority Number DAA-0021-2019-0003-0025

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**

GAO Approval Not Required

**RDS 1 A.3b/RDS 2 A.2.b and A.2.c Sealed Records.** Those case records which have 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

**Other sealed records.**

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/A2b

**Disposition Instruction**

25

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	By	Title	Organization
01/15/2019	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
06/17/2020	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist