

Request for Records Disposition Authority

Records Schedule Number DAA-0021-2019-0004
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 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0021-2019-0004

Sequence Number	
1	<p>RDS 2 A.7.b. (4). Civil cases that progress to or pass the "issued joined" stage before closing with the following nature of suit codes: 160 (Stockholder Suits); 191 (Employee Relations); 220 (Foreclosure); 240 (Torts to Land); 245 (Torts Product Liability-Real Property); 360 (Other Personal Injury); 362 (Medical Malpractice); 365 (Personal Injury-Product Liability); 367 (TORTS Personal Injury-Health Care/Pharmaceutical Personal Injury/Product Liability); 368 (Asbestos); 370 (Fraud); 442 (Civil Rights -Employment); 443 (Civil Rights -Housing/Accommodations); 444 (Civil Rights -Welfare); 445 (Americans with Disabilities Act -Employment); 446 (Americans with Disabilities Act -Other); 448 (Civil Rights-Education); 462 (Naturalization Application); 465 (Other Immigration Action); 480 (Consumer Credit); 490 (Cable/Satellite TC); 510 (Motions to Vacate Sentence); 530 (Prisoner Habeas Corpus); 540 (Prisoner Petitions -Mandamus); 550 (Civil Rights); 555 (Prison Conditions); 560 (Prisoner Petitions-Civil Detainee Conditions of Confinement); 610 (Agricultural Penalty); 820 (Copyright); 850 (Securities and Exchange Commission); 891 (Agricultural Acts); 895 (FOIA); 899 (Administrative Procedures Act/Review or Appeal of Agency Decision.)</p> <p>Disposition Authority Number: DAA-0021-2019-0004-0001</p>

Records Schedule Items

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1	<p>RDS 2 A.7.b. (4). Civil cases that progress to or pass the "issued joined" stage before closing with the following nature of suit codes: 160(Stockholder Suits); 191 (Employee Relations); 220 (Foreclosure); 240 (Torts to Land); 245 (Torts Product Liability-Real Property); 360 (Other Personal Injury); 362 (Medical Malpractice); 365 (Personal Injury-Product Liability); 367 (TORTS Personal Injury-Health Care/ Pharmaceutical Personal Injury/Product Liability); 368 (Asbestos); 370 (Fraud); 442 (Civil Rights -Employment); 443 (Civil Rights -Housing/Accommodations); 444 (Civil Rights-Welfare); 445 (Americans with Disabilities Act -Employment); 446 (Americans with Disabilities Act -Other); 448 (Civil Rights-Education); 462 (Naturalization Application); 465 (Other Immigration Action); 480 (Consumer Credit); 490 (Cable/Satellite TC); 510 (Motions to Vacate Sentence); 530 (Prisoner Habeas Corpus); 540 (Prisoner Petitions -Mandamus); 550 (Civil Rights); 555 (Prison Conditions); 560 (Prisoner Petitions-Civil Detainee Conditions of Confinement); 610 (Agricultural Penalty); 820 (Copyright); 850 (Securities and Exchange Commission); 891 (Agricultural Acts); 895 (FOIA); 899 (Administrative Procedures Act/Review or Appeal of Agency Decision.)</p> <p>Disposition Authority Number DAA-0021-2019-0004-0001</p> <p>Case files of cases reaching the "Issue Joined" stage of procedural progress.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation A separate schedule will be submitted to cover the electronic case files.</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 DAA-0021-2017-0001/0001</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after close of case.</p> <p>Additional Information</p>

First year of records accumulation **2012**
What will be the date span of the initial transfer of records to the National Archives? **From 2012 To 2012**
How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

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

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
01/07/2019	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
03/01/2019	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/04/2019	Submit For Certification	Kelly McCall	Management Analyst	Court Services Office - National Programs Branch
03/04/2019	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
04/18/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/01/2019	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/15/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/16/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/16/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist