

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0021-2019-0005**

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                **Local Rules**

Internal agency concurrences will  
be provided                        **No**

Background Information        **This schedule applies to RGs 021, 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0021-2019-0005

Sequence Number

1

RDS 1 C.5./ RDS 2 B. 9. Local Rules

Disposition Authority Number: DAA-0021-2019-0005-0001

## Records Schedule Items

Sequence Number											
1	<p><b>RDS 1 C.5./ RDS 2 B. 9. Local Rules</b></p> <p>Disposition Authority Number      <b>DAA-0021-2019-0005-0001</b></p> <p><b>Records pertaining to the issuance of rules for the conduct of court business in accordance with 28 U.S.C. § 2071. Records include final external notices, public comments, final orders and official publications.</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff when rule is approved</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 15 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b> <b>The courts will have various date spans of these records.</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>This will vary depending on when records are superseded and how long the court will need for reference value.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td><b>Electronic/Digital</b></td> <td><b>2 GB</b></td> <td><b>100 MB</b></td> </tr> <tr> <td><b>Paper</b></td> <td><b>40 Cubic feet</b></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	<b>Electronic/Digital</b>	<b>2 GB</b>	<b>100 MB</b>	<b>Paper</b>	<b>40 Cubic feet</b>	
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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
06/19/2019	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
10/01/2020	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/06/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/09/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist