

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0021-2023-0001

Status: APPROVED  
Date Approved: 10/31/2024

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## General Information

Agency or Establishment	Administrative Office of the United States Courts
Record/Scheduling Group	0021 - Records of District Courts of the United States
Records Schedule Applies To	Agency-wide
Schedule Subject	Court-wide Standing Orders (applies to Record Groups 021, 578, 321, 502 and 482)
Additional Schedule Information	Includes General Orders and Administrative Orders of the Court. Orders describing administrative policies, procedural matters, and guidance, court or division-wide in scope. This category does not include case-specific or judge-specific preference orders. Records include the final order and may be accompanied by back-up documentation and/or execution instructions.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Judicial Branch

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 0

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0021-2023-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	RDS 2(B)10.a. Orders issued by bankruptcy courts (applies to Record Group 578).	Permanent
0002	RDS 2(B)10.b. Orders issued by district courts or courts of special jurisdiction (applies to Record Groups 021, 321, 502 and 482)	Permanent

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Records Schedule Items

<b>DAA-0021-2023-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	RDS 2(B)10.a. Orders issued by bankruptcy courts (applies to Record Group 578).	
Item Description	Includes General Orders and Administrative Orders of the Court, describing administrative policies, procedural matters, and guidance, court or division-wide in scope. Does not include case-specific or judge-specific preference orders. Records include the final order and may be accompanied by back-up documentation and/or execution instructions.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when superseded or abrogated	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after superseded or abrogated	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Paper-based textual records:10 cf ; Textual data:200 mb	
Approximate first year of records covered by this authority	1978	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/03/1978 To: 12/31/2010	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

<b>DAA-0021-2023-0001-0002</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	

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Item Title	RDS 2(B)10.b. Orders issued by district courts or courts of special jurisdiction (applies to Record Groups 021, 321, 502 and 482)
Item Description	Includes General Orders and Administrative Orders of the Court, describing administrative policies, procedural matters, and guidance, court or division-wide in scope. Does not include case-specific or judge-specific preference orders. Records include the final order and may be accompanied by back-up documentation and/or execution instructions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off when superseded or abrogated.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after superseded or abrogated
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Paper-based textual records:10 cf ; Textual data:200 mb
Approximate first year of records covered by this authority	1960
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/03/1960 To: 12/31/2010
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	Colleen Shogan	10/31/2024