


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-021-06-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-3-2005	
1. FROM (Agency or establishment) Administrative Office of the United States Courts (AOUSC)		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION United States District AND Bankruptcy Courts			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Adria A. Lipka Judiciary Records Officer		4. TELEPHONE NUMBER 202-502-2278	DATE 3/15/06
		ARCHIVIST OF THE UNITED STATES Adria Weinstein	
6 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 on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 9/27/05	SIGNATURE OF AGENCY REPRESENTATIVE  Adria A. Lipka		TITLE Judiciary Records Officer (202) 502-2278
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><b><u>Case Management/Electronic Case Filing (CM/ECF) System</u></b></p> <p><i>This item is authorized for use only by U.S. District and Bankruptcy courts which have implemented and use the AOUSC CM/ECF System.</i></p> <p>A <u>CASE FILES AND DOCKET SHEETS</u></p> <p><b>SEE ATTACHED SHEET</b></p> <p><i>cc Agency, DWM, DWMW, NA, DWCF</i></p>		

## 19. CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM

*This item is authorized for use only BY U.S. DISTRICT and BANKRUPTCY COURTS that have implemented and USE THE AOUSC CM/ECF SYSTEM.*

### Record Type

### Disposition

#### A. CASE FILES AND DOCKET SHEETS

##### 1. ELECTRONIC SUBMISSIONS

- |                                                                       |                                                                                                                                               |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| a. Filings directly into CM/ECF                                       | Access, upload or create documents in CM/ECF system.                                                                                          |
| b. Filings submitted as attachments (i.e., e-mail, fax)               | Access and upload documents into CM/ECF system. DELETE file/information from PC or other storage media upon verification and quality control. |
| c. Filings submitted on magnetic media (i.e., diskette, tape, CD-ROM) | Access and upload documents into CM/ECF system. DELETE, DESTROY, or RETURN media to originator after verification and quality control.        |

##### 2. PAPER SUBMISSIONS

- |                                                                                                         |                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Filings scanned in their <b>entirety</b> from date of approval of this authority dated (enter date). | SCAN document (convert to electronic format), access and upload to CM/ECF.                                                                                                                                                                                                                                                                                   |
| 1) Filings <b>not</b> prohibited from destruction by local court rule.                                  | DESTROY immediately or in accordance with approved disposition authority for specific case type as identified elsewhere in this schedule, or return to originator immediately after <b>verification and quality control</b> of contents.                                                                                                                     |
| 2) Filings <b>prohibited</b> from destruction by local court rule.                                      | Disposal Not Authorized.                                                                                                                                                                                                                                                                                                                                     |
| b. Filings <del>NOT</del> scanned in their entirety.                                                    | SCAN document sections as needed. <b>RETAIN</b> entire paper document, including scanned pages. <b>DESTROY</b> or <b>ACCESSION</b> to NARA in accordance with retention period for specific case type or related case file as identified elsewhere in this schedule. Annotate docket to indicate complete paper record is available by case number and date. |

#### B. CM/ECF ELECTRONIC RECORDS

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|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Documents in CM/ECF, i.e., case files docket sheets, and related documentation. | DISPOSITION is in accordance with approved disposition authority for specific case type as identified elsewhere in this schedule. |
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**NOTE:** *Filings/records that are maintained according to local court rules are NOT covered by this schedule. Contact the JRMS to schedule and obtain an approved disposition authority. These filings must be retained and be accessible by case identifier.*