

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Reg 21

LEAVE BLANK	
DATE RECEIVED MAY 9 - 1973	JOB NO. 183m247
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date 5-11-73	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
ADMINISTRATIVE OFFICE OF THE U. S. COURTS

2. MAJOR SUBDIVISION
U.S. District Courts

3. MINOR SUBDIVISION
Clerks of Courts

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Rose Houser

5. TEL. EXT.
393-1640-388

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5/3/73 (Date) *William R. Lennery* (Signature of Agency Representative) *Asst. Dir.* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><u>VIOLATION NOTICES</u></p> <p>Violation notices issued by U.S. Magistrates for minor parking and traffic violations received from the violator with the fine, in cases not contested or heard by the Court.</p> <p>Retire to FARC 90 days after case is closed and payment of any fine is recorded in the docket. Dispose of 10 years after receipt by FARC.</p>	X	DISPOSAL APPROVED