

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

R-21

LEAVE BLANK	
DATE RECEIVED 19 Sept. 1973	JOB NO. NN-174-055
DATE APPROVED	

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.
893-1640-388

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

10-17-73 *James B. Rhoads*
 DATE ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

9/5/73
 (Date)

William R. Agency
 (Signature of Agency Representative)

Assistant Director
(For Mgmt Affairs)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>VIOLATION NOTICES</u></p> <p>Violation notices issued in Federal petty offense cases where the violators forfeit collateral and the cases are not contested or heard by a United States magistrate.</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>		DISPOSAL APPROVED