



## Outline of Records Schedule Items for DAA-0116-2014-0001

Sequence Number	
1	22.a. - AO Audit Reports Disposition Authority Number: DAA-0116-2014-0001-0001
2	25.a. - Program, Subject and Correspondence Files Disposition Authority Number: DAA-0116-2014-0001-0002
3	25.a. - Program, Subject and Correspondence Files Disposition Authority Number: DAA-0116-2014-0001-0003

## Records Schedule Items

Sequence Number	
1	<p><b>22.a. - AO Audit Reports</b></p> <p>Disposition Authority Number      <b>DAA-0116-2014-0001-0001</b></p> <p><b>22.a.1. - Official Record Set.</b> One copy of all final audit reports. Includes cyclical court financial and compliance audits. Also includes internal audits of AO offices and programs, Judiciary operational financial activities, special audits, and audits of Criminal Justice Act (CJA) grants to community defender organizations.</p> <p>Final Disposition                      <b>Temporary</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>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Destroy/delete when 10 years old or when no longer needed for reference.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>25.a. - Program, Subject and Correspondence Files</b></p> <p>Disposition Authority Number      <b>DAA-0116-2014-0001-0002</b></p> <p><b>25.a.1.(a) - Correspondence</b> signed or approved by the Director or Deputy Director Incoming (i.e., control binders) and outgoing (i.e., day books) correspondence, reports, studies, memoranda and other documents approved or signed by the director or deputy director that prescribe judiciary policies, program and objectives, formulation and implementation of plans, responses, and decisions on matters of major policy impact, or provide operational and managerial guidance to all organizational segments of the judiciary. (a) Official record (signed) copy is retained by the originating office.</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      <b>No</b></p>

electronic format(s) other than e-mail and word processing?  
GRS or Superseded Authority Citation N1-116-12-1, item 3.a.

**Disposition Instruction**  
Cutoff Instruction Cut off at the end of the calendar year.  
Transfer to Inactive Storage Transfer to a FRC 10 years after cut off.  
Transfer to the National Archives for Accessioning Transfer to the National Archives 25 year(s) after cut off.

**Additional Information**  
What will be the date span of the initial transfer of records to the National Archives? Unknown  
Unknown  
How frequently will your agency transfer these records to the National Archives? Unknown  
Unknown

3  
**25.a. - Program, Subject and Correspondence Files**  
Disposition Authority Number DAA-0116-2014-0001-0003  
**25.a.1. - Correspondence signed or approved by the Director or Deputy Director**  
**(b) All Other Copies.**  
Final Disposition Temporary  
Item Status Active  
Is this item media neutral? Yes  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No  
GRS or Superseded Authority Citation N1-116-12-1, item 3.a.

**Disposition Instruction**  
Retention Period Destroy when no longer needed for convenience or reference.

**Additional Information**  
GAO Approval Not Required

### 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
12/06/2013	Certify	Edward Dukes	Deputy Records Officer	Office of Court Administration - Public Access and Records Management Division
04/08/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
04/22/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist