Request for Records Disposition Authority

Records Schedule Number	DAA-0116-2014-0001
Schedule Status	Approved
Agéncy or Establishment	Administrative Office of the U.S. Courts
Record Group / Scheduling Group	Records of the Administrative Office of the U.S. Courts
Records Schedule applies to	Major Subdivsion
Major Subdivision	Director's Office and Office of Audit
Schedule Subject	Administrative Management Records, Audits and Director's Office Correspondence
Internal agency concurrences will be provided	No

Background Information

Item Count

Number of Total Disposition	Number of Permanent	Number of Temporary	Number of Withdrawn
Items	Disposition Items	Disposition Items	Disposition Items
3	1	2	0

GAO Approval

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

2

22.a. - AO Audit Reports

Disposition Authority Number

DAA-0116-2014-0001-0001

22.a.1. - Official Record Set. 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.

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
Disposition Instruction	
Retention Period	Destroy/delete when 10 years old or when no longer needed for reference.
Additional Information	
GAO Approval	Not Required
25.a Program, Subject and	Correspondence Files
Disposition Authority Number	DAA-0116-2014-0001-0002
Incoming (i.e., control binder reports, studies, memoranda director or deputy director tha formulation and implementat of major policy impact, or pro	signed or approved by the Director or Deputy Director s) and outgoing (i.e., day books) correspondence, and other documents approved or signed by the at prescribe judiciary policies, program and objectives, ion of plans, responses, and decisions on matters ovide operational and managerial guidance to all he judiciary. (a) Official record (signed) copy is fice.
Final Disposition	Permanent
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered	No

mail and word processing?	N4 440 40 4 Hours 0 -	
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 o off.	
Additional Information		
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unkown	
How frequently will your agency transfer these records to the National Archives?	Unknown Unkown	
25.a Program, Subject and		
Disposition Authority Number	DAA-0116-2014-0001-0003	
Disposition Authority Number	DAA-0116-2014-0001-0003	
Disposition Authority Number 25.a.1 Correspondence sig	DAA-0116-2014-0001-0003	
Disposition Authority Number 25.a.1 Correspondence sig (b) All Other Copies.	DAA-0116-2014-0001-0003 gned or approved by the Director or Deputy Directo	
Disposition Authority Number 25.a.1 Correspondence sig (b) All Other Copies. Final Disposition	DAA-0116-2014-0001-0003 gned or approved by the Director or Deputy Directo Temporary	
Disposition Authority Number 25.a.1 Correspondence sig (b) All Other Copies. Final Disposition Item Status	DAA-0116-2014-0001-0003 gned or approved by the Director or Deputy Directo Temporary Active	
Disposition Authority Number 25.a.1 Correspondence sig (b) All Other Copies. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-	DAA-0116-2014-0001-0003 gned or approved by the Director or Deputy Director Temporary Active Yes	
Disposition Authority Number 25.a.1 Correspondence sig (b) All Other Copies. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? GRS or Superseded Authority	DAA-0116-2014-0001-0003 gned or approved by the Director or Deputy Director Temporary Active Yes No	
Disposition Authority Number 25.a.1 Correspondence sig (b) All Other Copies. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? GRS or Superseded Authority Citation	DAA-0116-2014-0001-0003 gned or approved by the Director or Deputy Director Temporary Active Yes No	
Disposition Authority Number 25.a.1 Correspondence sig (b) All Other Copies. Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? GRS or Superseded Authority Citation Disposition Instruction	DAA-0116-2014-0001-0003 gned or approved by the Director or Deputy Director Temporary Active Yes No N1-116-12-1, item 3.a. Destroy when no longer needed for convenience	

3

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	Ву	Title	Organization
12/06/2013	Certify	Edward Dukes	Deputy Records Offi cer	Office of Court Administration - Public Access and Records Management Division
04/08/2014	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
04/22/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
04/22/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
04/24/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist