

Request for Records Disposition Authority

Records Schedule Number DAA-0116-2014-0002

Schedule Status Approved

Agency 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 Department-wide

Schedule Subject Subject Working Files

Internal agency concurrences will be provided No

Background Information ONE TIME ONLY SCHEDULE

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0116-2014-0002

Sequence Number	
1	One- Time Only Schedule Subject Working Files. Former Associate Directors (AD), Officer of Judges Programs (OJP), and the Former Associate Director (AD), Officer of Court Administration (OCA). Disposition Authority Number: DAA-0116-2014-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="384 433 1511 547">One- Time Only Schedule Subject Working Files. Former Associate Directors (AD), Officer of Judges Programs (OJP), and the Former Associate Director (AD), Officer of Court Administration (OCA).</p> <p data-bbox="384 562 1511 599">Disposition Authority Number DAA-0116-2014-0002-0001</p> <p data-bbox="384 614 1511 799">These are working files kept by subject for convenience of reference by the ADs of the former Officer of Judges Programs and the Office of Court Administration. These files contain documents of an administrative nature and the record copies are kept in the office responsible for that function; e.g., human relations, budget, and procurement related files. Date Range of Documents 1984-2007</p> <p data-bbox="384 814 1511 851">Final Disposition Temporary</p> <p data-bbox="384 866 1511 903">Item Status Active</p> <p data-bbox="384 918 1511 955">Is this item media neutral? No</p> <p data-bbox="384 970 1511 1220">Explanation of limitation The Judiciary is in the process of reviewing internal requirements to establish an effective national policy concerning the future transfer of electronic records to NARA. The completion of the requirement analysis, clearance, and implementation of said policy is a prerequisite to the transfer of electronic records included in this and similar proposed schedules.</p> <p data-bbox="384 1235 1511 1360">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="384 1397 1511 1433">Disposition Instruction</p> <p data-bbox="384 1448 1511 1522">Retention Period Destroy when no longer needed for convenience of reference.</p> <p data-bbox="384 1558 1511 1595">Additional Information</p> <p data-bbox="384 1610 1511 1647">GAO Approval Not Required</p>

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
07/02/2014	Certify	Edward Dukes	Deputy Records Officer	Office of Court Administration - Public Access and Records Management Division
10/31/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
11/06/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/07/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/10/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist