

INACTIVE - ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number DAA-0116-2014-0002

Schedule Status Modified Approved Version

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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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

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Records Schedule Items

Sequence Number	
1	<p>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>Disposition Authority Number DAA-0116-2014-0002-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</p> <p>Is this item media neutral? No</p> <p>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>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>Inactive Status Explanation Reference files created kept only for convenience of reference are considered non-records.</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when no longer needed for convenience of reference.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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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 Concurrency	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

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