

Request for Records Disposition Authority

Records Schedule Number DAA-0116-2019-0004

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 Major Subdivision

Major Subdivision Office of General Counsel

Schedule Subject Legal and Complaint Files

Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0116-2019-0004

Sequence Number	
1	b. Legal Opinion Subject Files (Office of the General Counsel). Disposition Authority Number: DAA-0116-2019-0004-0001
2	h. Military Personnel and Civilian Employees' Claim Act Files (Office of the General Counsel) Disposition Authority Number: DAA-0116-2019-0004-0003

Records Schedule Items

Sequence Number

1

b. Legal Opinion Subject Files (Office of the General Counsel).

Disposition Authority Number DAA-0116-2019-0004-0001

Maintained in the Office of the General Counsel. Files consist of legal opinions and support material, significant research projects and matters that set new precedents in handling various issues.

Final Disposition Permanent

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? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation NC1-116-85-7/1a

Disposition Instruction

Cutoff Instruction Cutoff annually.

Transfer to the National Archives for Accessioning Transfer to NARA in 5-year blocks when 30 years old.

Additional Information

First year of records accumulation 1960

What will be the date span of the initial transfer of records to the National Archives? From 1960 To 1990

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	50 MB
Paper	60 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

2

h. Military Personnel and Civilian Employees' Claim Act Files (Office of the General Counsel)

Disposition Authority Number **DAA-0116-2019-0004-0003**

Financial claims against the government under the Military Personnel and Civilian Employees' Claims Act for personal property lost or damaged incident to official service. Records include correspondence with claimants and court units related to the claim, and documentation of property damage.

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cut off files annually.**

Retention Period **Destroy 4 year(s) after claims is paid or denied.**

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
12/17/2018	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
12/18/2018	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/31/2019	Submit For Certification	Kelly McCall	Management Analyst	Court Services Office - National Programs Branch
01/31/2019	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
07/25/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/31/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/01/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist