

Request for Records Disposition Authority

Records Schedule Number DAA-0116-2019-0005
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 Judicial Services Office
Schedule Subject Program Subject 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0116-2019-0005

Sequence Number	
1	Judicial Services Office Subject Files Disposition Authority Number DAA-0116-2019-0005-0001

Records Schedule Items

Sequence Number	
1	<p>Judicial Services Office Subject Files</p> <p>Disposition Authority Number DAA-0116-2019-0005-0001</p> <p>General records, including congressional reports, background on appropriations and legislation, etc</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation N1-116-86-1, Item 5 and item 6</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Review annually</p> <p>Retention Period Destroy material when no longer needed for reference value</p> <p>Additional Information</p> <p>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
12/17/2018	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
06/14/2019	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/14/2019	Submit For Certification	Kelly McCall	Management Analyst	Court Services Office - National Programs Branch
07/23/2019	Certify	Omar Herran	Judiciary Records Officer	DPS - CSO
01/14/2020	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/17/2020	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist