

rec. 12/23/99 gm

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-116-00-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>12.23.99</i>	
1. FROM (Agency or establishment)  Federal Judiciary Appellate and District Courts		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Joyce Lagana	5. TELEPHONE  202-502-2310	DATE <i>2-12-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. 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 on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/21/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joyce Lagana</i>	TITLE Acting Chief, Technology Policy, Planning & Acquisition Ofc	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><i>see attachment</i></p> <p><i>Memo to Record: Schedule revised to accommodate Item 6. Electronic Mail; Word Processing Copies. Agreed upon by RO Steve Levenson. 2/16/01</i></p>		

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PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-

*Agency, NWMM, NWMD  
NWETB*

Prescribed by NARA 36 CFR 1228

1. Attorney Disbarment Proceedings. 300 cubic feet per year.

Proceedings may be reciprocal or original; Records are the same for any court case. Records may consist of orders from another state or federal court, correspondence, orders, motions, notices to the attorney, notice of hearings, and briefs.

Arrangement: Arranged alphabetically by name.

Disposition: Permanent. Transfer to temporary storage after five years. Transfer to the National Archives and Records Administration when 25 years old.

2. Attorney Admission Records. 800 cubic feet per year.

Records may consist of application letters, admission cards or computer listings, background materials, and record of court proceedings.

Arrangement: Arranged alphabetically by name.

Disposition: Permanent. Transfer to temporary storage after five years. Transfer to the National Archives and Records Administration when 25 years old.

3. Files on Disciplinary Actions Against Attorneys. 10 cubic feet per year.

Records may consist of orders from another state or federal court, correspondence, orders, motions, notices to the attorney, notice of hearings, and briefs.

Arrangement: Arranged chronologically, thereunder by subject.

Disposition: Temporary. Transfer to temporary storage after five years. Destroy when 50 years old.

4. Formal Actions and Minutes of Circuit Judicial Conference. 20 cubic feet per year.

Records may consist of reports, agendas, correspondence, meeting summaries, minutes, report of council actions, and subcommittee reports. 10 cubic feet per year.

Arrangement: Arranged chronologically, thereunder by subject.

Disposition: Permanent. Transfer to temporary storage after five years. Transfer to the National Archives and Records Administration when 25 years old.

5. Appellate Judicial Assignments and Designations. 20 cubic feet per year.

Records may consist of consists of correspondence, requests for judicial assistance, and orders.

Arrangement: Arranged chronologically, thereunder by subject.

Disposition: Temporary. Transfer to temporary storage when no longer needed for reference. Destroy when fifty years old.

6. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

DISPOSITION: Temporary

a. Copies that have no further administrative after the recordkeeping copy is made. Included copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. New

Disposition: Temporary: Destroy/delete with 180 days after the record keeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary: Destroy/delete when dissemination, revision, or updating is complete.