## **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

Schedule Number: N1-116-00-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explaination / Description:

Items 1-5 in this schedule are superseded by items in DAA-0021-2019-0003, items 0006, 0003, 0004, 0009, and 0011.

Item 6 Word processing and electronic mail is superseded by GRS 5.1.020 (DAA-GRS-2016-0002)

Date Reported:

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

				rec. 12	/23/99 gr	
REQUEST FOR RECORDS DISPOSITION AUTHORITY				16-00-1		
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE	DATE RECEIVED 12.23.99			
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY			
Federal Judiciary Appellate and District Courts						
2. MAJOR SUBDIVISION 3. MINOR SUBDIVISION		3303 amei be	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			
		WIL				
4. NAME OF PERSON WITH WHOM TO CONFER Joyce Lagana	5. TELEPHONE 202-502-2310	DATI 3-	= 12-01	ARCHIVIST OF THE		
<ul> <li>6. AGENCY CERTIFICATION <ul> <li>I hereby certify that I am authorized to act for the proposed for disposal on the attached <u>1</u> page the retention periods specified; and that written of the GAO manual for Guidance of Federal Age is not required;</li> <li>is attached</li> </ul> </li> </ul>	e(s) are not now needed fo concurrence from the Gen gencies,	r the busi	ness of th counting (	is agency or will no	t be needed after	
			Acting Chief, Technology Policy, Planning & Acquisition Ofc			
7. Item 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9. GRS OR SUPERSEDED 10. ACTION TAKEN JOB CITATION (NARA USE ONLY)			
Memo to Reard: Sc accomodate Itam 6. Elec Processing Copies. Agreed	nent Seconder Sycar nent Seconder Sycar No Seconder Sycar Seconder Sycar Seconder Sycar Seconder Sycar Seconder Sycar S	to	evense STAL	<u>~. 2/16/01</u>	115 (REV. 3-	
115-109 PREVIOUS EDITION 91) Gegeveer, NW NU				NDARD FORM SF		



." î



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.

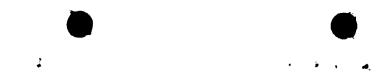
Arrangement: Arranged chronologically, thereunder by subject.

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

ľ

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.