REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER

71-116-01-2

To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408

DATE RECEIVED

7-10-2001

1 FROM (Agency or establishment)

Administrative Office of the U.S. Courts

2 MAJOR SUBDIVISION

Office of Internal Services

3 MINOR SUBDIVISION

Information Management Services Division

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Patricia A. Kelly	**202-502-1577**	*3-1-2002*	**WITHDRAWN**

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 __1__ 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,

X is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/30/01	**Michael R. Burke** *(signature)*	**Senior Management Analyst**

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets for description of items and proposed dispositions.		

PREVIOUS EDITION NOT USABLE   **STANDARD FORM SF115(REV. 3-91)**
Prescribed by NARA 36 CFR 1228

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>Administrative Office Advice-Giving Groups.</u> Consisting of federal court representatives and judges, advice-giving groups play a critical role in providing user and customer input to the AO that is essential to the development of policy recommendations and the deployment of useful programs, systems and services.		
1	<u>Official AO Advice-Giving Groups Files.</u> These records are to be maintained by the office of record and include agendas and materials, meeting summaries/minutes, selected correspondence and memoranda and other related documents. These records may be paper documents or electronic files. Temporary: Destroy when 3 years old.		
2	<u>AO Advice-Giving Groups Appointment and Membership Records.</u> Maintained by the office of record, includes correspondence in respect to appointments and lists of members, dates of membership. These records may be paper documents or electronic files. Temporary: Dispose 2 years after appointment has expired.		
3	<u>Coordinating Office - AO Advice-Giving Groups Records.</u> Records maintained by the coordinating AO office for all groups; includes copies of group charters, membership lists; reports and records relating to the establishment and organization of the AO advisory structure. Such records may be paper documents or electronic files. Temporary: Destroy when no longer needed for reference but no earlier than 3 years after creation of record.		

7 Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

4	**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.
	
	a. Copies that have no further administrative value after the recordkeeping copy is made. Included are 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.
	
	    Temporary: Destroy/delete 180 days after the recordkeeping copy has been produced.
	
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.
	
	    Temporary: Destroy/delete when dissemination, revision, or updating is complete.		