

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-116-02-1</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>3/28/02</i>	
1 FROM (Agency or establishment) Administrative Office of the U.S. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Internal Services			
3 MINOR SUBDIVISION Information Management Services Division			
4 NAME OF PERSON WITH WHOM TO CONFER Patricia A. Kelly	5. TELEPHONE 202-502-1577	DATE <i>11-5-02</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 ___ 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>2/28/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael R. Burke</i> Michael R. Burke		TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Please see attached sheets for description of items and proposed dispositions.</p> <p><i>cc: Agency, NR nwmD nwmw, nWET-B</i></p>		

1 Article III Judges' and Territorial Judges' Official Personnel Files

These files contain notification of death; claim for death benefits; copy of will; unpaid compensation claims forms; notification of personnel action; insurance information; life insurance policy change forms; appointment forms; biographical sketches; certified copies of oath of office; job history and references for previous jobs; personal history statements; newspaper clippings relating to the judge's career; and copies of retirement letters..

Permanent: Maintain in Office of Judges Programs. Offer to NARA in 5 year blocks 65 years after the judge dies or resigns from office.

2 Bankruptcy, Magistrate, and Court of Federal Claims Official Personnel Files.

These files contain notifications of personnel action; insurance status; leave records; applications for annuity; Standard Form 2809 (Health Benefits Information); deposit receipts; official appointment documentation; order for reappointment; and oath of office.

Temporary: Destroy 65 years after the judge dies or resigns from office.

3 Judicial Retirement System and Judicial Survivors Annuities System (JSAS) Files.

A.JRS Participant Files.

These files contain retirement election forms, correspondence relating to retirement election and AO 250's (Notification of Personnel Action). When the judge retires, these documents are merged into the judge's Official Personnel File.

Temporary: Merge into Bankruptcy and Magistrate Judges' Official Personnel Files.

B.JSAS Participant/Reelection Files.

Individual file kept on each participant. Files contain JSAS election forms, official correspondence relating to JSAS election, annuity calculation information and the AO 250 notifying of JSAS election. When the judge dies, these documents are merged into the JSAS Annuitant file.

Temporary: Merge into JSAS annuitant file when judge dies.

C.JSAS Annuitant Files.

Individual file kept on each annuitant. Files contain death letter to spouse, AO 250 notifying of death of judge, completed death claim forms, certificate of proof of insurance. copy of death certificate, etc.

Temporary: Retain in Office of Judges Programs. Destroy 20 years after annuitant dies.

D.JSAS Revocation Files.

Individual file kept on each JSAS participant who has revoked participation. Files contain JSAS election and revocation forms, official correspondence relating to JSAS election, annuity calculation information and the AO 250 notifying of JSAS election and revocation.

Temporary: Retain in Office of Judges Programs. Destroy 40 years after judge dies or resigns from office.

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.

Includes 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 completed.