

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-116-02- 2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>4-12-02</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>9-27-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>4/18/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE Michael R. Burke <i>MR Burke</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached sheets for description of items and proposed dispositions.		

cc Agency NR NWM D NWM W

1. Legal Precedent Subject File (Office of the General Counsel).

Maintained in the Office of the General Counsel, these files are duplicates of matters in the Legal Opinion Subject files. Files consist of significant research projects, matters that set new precedents in handling various issues, new laws and other unique types of opinions. Used for on-point or specialized research.

Temporary: Retain until no longer needed, then destroy.

2. Tort Claims Files.

Financial claims against the government under the Federal Tort Claims Act for personal injury, property damage or death. Documentation includes correspondence with claimants and court units in reference to the claim, and documentation of property damage and personal injury..

Temporary: Retain for 5 years after final resolution of claim; then destroy.

3. Citizens and Prisoners Correspondence Files (Office of the General Counsel).

Consists of copies of letters, memorandums and other communications from citizens and prisoners. Files are normally maintained by date of issuance and kept for reference.

Temporary: Cut off files annually. Destroy when 3 year old if no longer needed for reference.

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.

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.

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.

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