

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-116-02-4</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7/22/02</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>11-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>6/28/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE Michael R. Burke <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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.		
<i>cc: Agency, NR, NWMND, NWNME, NWNMW</i>			

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1	<p data-bbox="260 226 935 296"><u>Article III Judicial Vacancy Listings (NEVADA97 Database).</u></p> <p data-bbox="260 342 979 636">Listings of current and future Article III judicial vacancies, judicial nominees and judicial emergencies. Name and date of change in judge's status are provided by the Office of Human Resources and Statistics. Statistics are compiled by the Office of Legislative Affairs for the AO, other agencies and the public, using an Access/SQL database.</p> <p data-bbox="260 680 970 825">A. <u>Inputs.</u> External sources such as copies of letters, electronic mail and information received by other departments (within/without AO) and other agencies and the Congressional Record.</p> <p data-bbox="260 869 951 972">Temporary: Delete/destroy paper and electronic records when the agency determines they are no longer needed for reference.</p> <p data-bbox="260 1016 943 1203">B. <u>Masterfile.</u> The database contains judicial nominee and vacancy records dating back to the late 1970's. Examples of fields are Incumbent's Name, Vacate Reason and Date, Court Type, Circuit, District and Status.</p> <p data-bbox="260 1247 919 1350">Permanent: Transfer a copy of the database to NARA every two years, at the end of each Congressional session.</p> <p data-bbox="260 1394 983 1623">C. <u>Outputs.</u> Monthly, reports of Article III Judicial Vacancies in the Federal Judiciary, Vacancy Summary, Future Vacancies in the Federal Judiciary and Judicial Emergencies are printed and also made available on the Judiciary's J-Net and on the Internet.</p> <p data-bbox="260 1667 962 1770">Temporary: Maintain paper and electronic copies of reports until the agency determines they are no longer needed for reference.</p> <p data-bbox="260 1814 975 1917">D. <u>Documentation.</u> Regardless of medium, record layouts, coding sheets/code books, technical descriptions of the file and users' manuals.</p>		

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2	<p>Permanent: Transfer to NARA every two years, at the end of each congressional session, with the masterfile.</p> <p><u>Congressional Record Summary.</u></p> <p>Report which summarizes items in the Congressional Record which are of importance to the judiciary. With copy of appropriate Congressional Record attached.</p> <p>Temporary: Retain in office for 5 years, then send to records center. Destroy when 10 years old.</p>		
3	<p><u>Electronic Mail and Word Processing System Copies</u></p> <p>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 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.</p> <p>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.</p> <p>Disposition: Temporary. Destroy/delete 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: Temporary. Destroy/delete when dissemination, revision, or updating is completed.</p>		