

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-116-03-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-26-02</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>4-3-03</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>1/3/02</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 GRS OR SUPERSEDED JOB CITATION	10.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, NWMW

1. House and Senate Hearings Briefing Books.

Used as a reference book by the chair of the Committee on the Budget when going before the House and Senate subcommittees to request the appropriation for the Judiciary. Questions and answers prepared by program offices. Includes statements regarding the budget subcommittee by the chair and Director of the AO, Director of the FJC and others.

A. Record Copy.

Permanent: Cut off files annually. Hold in office 10 years after cutoff, then retire to a records center. Offer to NARA in 5 year blocks when most recent record is 25 years old.

B. Background Material.

Draft statements and other various background materials for the briefing books.

Temporary: Cut off annually. Hold in office for 10 years, then destroy.

2. Appropriation Hearing Correspondence Files.

Correspondence to judges and others related to the judicial appropriation.

Temporary: Review annually; destroy when 3 years old.

3. 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.