

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>721-116-03-5</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5-1-2003</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>9-4-03</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>5/1/03</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 GRS OR SUPERSEDED JOB CITATION	10.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.

cc Agency, NA, NWMW

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>Heritage Celebration Files.</u></p> <p>These files contain correspondence, memoranda, sample flyers, agendas, budget plans and other related documents resulting from the AO's celebration of Americans' heritage (such as African-American, Hispanic, Women's, Pacific-Asian).</p> <p>Temporary: Destroy when 3 years old.</p>		
2	<p><u>Resolution of Financial Irregularities Files.</u></p> <p>Office of Audit records of loss of funds claims, audit investigations, background correspondence; includes correspondence between the courts and the findings of the audit, responses to improprieties, research and documentation materials with a final report.</p> <p>Temporary: Retain in office for 25 years, then destroy.</p>		
3	<p><u>Work Measurement Studies.</u></p> <p>Special studies files prepared by Work Measurement staff or contractors including periodic progress reports, correspondence and final reports.</p> <p>Temporary: Cut off after final report is submitted; retire to a records center when no longer needed for reference. Destroy when 10 years old.</p>		
4	<p><u>Work Measurement Data.</u></p> <p>Backup material consisting of copies of progress reports, correspondence, etc.</p> <p>Temporary: Cut off after final report is submitted; retain until no longer needed for reference.</p>		

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	<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 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.</p> <p>A. Copies that have no further administrative use 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.</p> <p>Temporary: Destroy/delete within 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>Temporary: Destroy/delete when dissemination, revision or updating is complete.</p>	<p>GRS 20 Item 13</p> <p>GRS 20 Item 14</p>	