

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
		JOB NO	N1-116-86-1
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	5-21-86
1 FROM (Agency or establishment) Administrative Office of the U. S Courts		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Bankruptcy Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Charles Summers	5 TELEPHONE EXT 633-6057	DATE 10/22/86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Runko</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 48 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
5/14/86	<i>Charles W. Summers</i>	for Chief, Records Management and Printing Branch, ASD		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<u>Bankruptcy Division</u> The Bankruptcy Division provides general supervision, advice, and assistance to the United States Bankruptcy Judges and the offices of the Bankruptcy Clerks. In assisting the Director in these responsibilities, the Division coordinates the activities of and promulgates policies, directives, and procedures for these offices. The Division also coordinates closely with other elements of the Administrative Office and the Department of Justice to enhance the operations of the Bankruptcy System.			
1.	<u>Complaints from the Public.</u> Complaints from the Congress and individuals concerning the United States bankruptcy courts. Disposition: Review annually and place all material relating to matters which have been resolved in a separate file. Dispose of records 3 years after matter has been resolved. Do not transfer to a Federal Records Center (FRC).			
2.	<u>Legislative History Files.</u> Background material on bankruptcy legislation (such as the Bankruptcy Act of 1978 and 1984) and materials to be used in the development of proposed legislation.			

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p>Disposition: Review annually and dispose of background material 3 years after related legislation is enacted. Do not transfer to an FRC.</p> <p><u>Statistical Reports of Bankruptcy Case Load.</u></p> <p>a. <u>Monthly Reports.</u></p> <p>Disposition: Destroy when 1 year old. Do not transfer to an FRC.</p> <p>b. <u>Quarterly or Annual Reports.</u></p> <p>Disposition: Destroy when 5 years old. Do not transfer to an FRC.</p>		
4.	<p><u>Panels of Trustees (Chapter 7).</u></p> <p>a. Correspondence concerning applicants who have not been appointed to trustee positions, applications from such individuals, etc.</p> <p>Disposition: Dispose of 3 years after application has been withdrawn. Do not transfer to an FRC.</p> <p>b. Active panel membership lists, copies of applications of active panel members, qualification inquiry files on active panel members, application and qualification information on previous panel members, and correspondence concerning current and previous panel members.</p> <p>Disposition: Permanent. Offer one copy to the National Archives when 25 years old in 10 year blocks. All duplicates may be destroyed when no longer needed for reference.</p> <p>Anticipated Volume: 1/2 cubic foot per year.</p> <p>Accumulated Volume: 8 cubic feet.</p> <p>Organization: Alphabetical order.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5.	<p><u>General Administrative Files and Related Related Correspondence with Bankruptcy Courts.</u></p> <p>Disposition: Review annually and place all material relating to matters which have been resolved in a separate file. Dispose of records 3 years after matter has been resolved. Do not transfer to an FRC.</p>		
6.	<p><u>Subject Files.</u></p> <p>General records, Congressional reports and special studies, background on appropriations, etc.</p> <p>Arrangement: Alphabetical.</p> <p>Accumulated Volume: 32 cubic feet.</p> <p>Anticipated Volume: 1 cubic foot per year.</p> <p>Disposition: Permanent. Review annually and destroy duplicate documents. Offer to National Archives when 25 years old in 10 year blocks.</p>		
7.	<p><u>Local Rules.</u></p> <p>Disposition: Maintain one copy of the local rules of each court. Destroy when superseded.</p>		
8.	<p><u>Chapter 13 Matters (Reports and Audits).</u></p> <p>Chapter 13 Trustees Annual Reports and court-ordered independent audits of trustee accounts.</p> <p>Disposition: Dispose of when 3 years old. Do not transfer to an FRC.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	<p><u>Judicial Conference Committee on the Administration of the Bankruptcy System.</u></p> <p>Judicial Conference Committee reports and background material.</p> <p>Disposition: Permanent. Offer one copy to the National Archives when 25 years old in 10 year blocks. All duplicate copies may be destroyed when no longer needed for reference.</p> <p>Anticipated Volume: 1 cubic foot per year.</p> <p>Accumulated V Volume: 28 cubic feet.</p> <p>Organization: Chronological order and then by topic.</p>		