

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	<i>NI-116-87-1</i>
1 FROM (Agency or establishment) <b>Administrative Office of the United States Courts</b>		DATE RECEIVED	<i>10/21/86</i>
2 MAJOR SUBDIVISION <b>Legislative Affairs Office</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Charles Summers</b>	5 TELEPHONE EXT <b>633-6057</b>	DATE <i>4-21-87</i>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</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 \_\_\_\_\_ 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 <i>10/10/86</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles W. Summers</i>	D TITLE <i>for</i> Chief, Records Management and Printing Branch
---------------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p align="center"><u>LEGISLATIVE AFFAIRS OFFICE</u></p> <p>Under the direct supervision of the Director of the Administrative Office, the Legislative Affairs Office assists in the performance of any responsibility which directly or indirectly involves the relationships of the Federal judiciary with the United States Congress. To that end, the office:</p> <ul style="list-style-type: none"> <li>Coordinates responses to all policy, legislative, or constituent inquiries from Congress;</li> <li>Evaluates the potential impact of Congressional activity upon the Federal judiciary; and</li> <li>Develops, presents, and promotes legislative initiatives approved by the Judicial Conference of the United States.</li> </ul> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Carmelita S. Ryan</i> <u>3/16/87</u> <i>Charles W. Summers</i> <u>3/16/87</u>  NARA appraiser Date Agency Representative Date</p>		

<u>Item No.</u>	<u>Description of Item</u>	<u>Disposition Authority</u>
1.	<p><u>Memorandums.</u> relating to the status of legislation Informational memorandums/to Federal judiciary personnel.</p> <p>Disposition: Review annually and destroy material of no further reference value.</p>	
2.	<p><u>Congressional Correspondence.</u></p> <p>a. Correspondence with individual members of the United States Senate and the House of Representatives and related background material.</p> <p>Disposition: Dispose of file 10 years after member leaves office. Do not transfer to a FRC.</p> <p>b. Correspondence with House and Senate Judiciary Committees and Subcommittees and related background material.</p> <p>Anticipated Volume: 2 cubic feet per year.</p> <p>Accumulated Volume: 10 cubic feet.</p> <p>Organization: Chronological by Congress, then alphabetical by committee. in ten year blocks</p> <p>Disposition: Permanent. Offer one copy to the National Archives when 25 years old. All other copies may be destroyed when no longer needed for reference.</p>	
3.	<p><u>Subject Files.</u></p> <p>General background information and working papers relating to a variety of matters e.g. attorneys fees, bankruptcy judgeships, bicentennial of the Constitution, court interpreters, diversity of jurisdiction, financial disclosure, GAO, GSA. etc.</p> <p>Disposition: Review annually and destroy material of no further reference value.</p>	

<u>Item No.</u>	<u>Description of Item</u>	<u>Disposition Authority</u>
H.S.	<u>Legislative History.</u>	
	History of Congressional legislation which has been developed by the Administrative Office or which has an impact on the Federal Judiciary.	
	Anticipated Volume: 15 cubic feet per year.	
	Accumulated Volume: 130 cubic feet.	
	Organization: Chronological order by date of enactment of legislation. Hold in office 10 years, then send to FRC.	
	Disposition: Permanent./ Offer <u>original</u> to the National Archives when 30 years old in 10 year blocks. All other copies may be destroyed when no longer needed for reference.	
S.S.	<u>Proposed Legislation.</u>	
	Working papers used in the development of legislation prior to its enactment by Congress.	
	Disposition: Review annually and dispose of material of no further reference value. When legislation is enacted, review material and include appropriate reference papers in legislative history. Dispose of all other material.	