

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

*N1-116-90-1*

TO **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

*1/2/90*

1. FROM (Agency or establishment)

**Administrative Office of the United States Courts**

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2. MAJOR SUBDIVISION

**Board of Certification**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Charles Summers**

5. TELEPHONE EXT

**633-6057**

DATE

*1/4/91*

ARCHIVIST OF THE UNITED STATES



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

*12/29/89*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Charles Summers*

D. TITLE

**for Chief, Printing, Mail, and Records Management Branch**

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SUPERSEDED  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)

**BOARD OF CERTIFICATION**

The Board of Certification was designated by statute to certify individuals as qualified to serve as circuit executives in the Federal courts of appeals. (28 USC Sec. 332(f))

The Board of Certification consisted of five members, three of whom were elected by the Judicial Conference of the United States. The additional two members were the Director of the Administrative Office of the United States Courts and the Director of the Federal Judicial Center. From 1971 - 1989, the Board met at regular intervals to establish standards for certification, to review all applications for certification, and to update the roster of certified applicants. In 1989, this certification responsibility was decentralized and the Board was abolished.

Organizational Records.

Records documenting the organization, membership and functions of the Board of Certification.

Arrangement of Files: Chronological.

Accumulated Volume: .2 cubic feet.

Disposition: Permanent. Offer to the National Archives ~~when 25 years old.~~ in 2014.

NOTE: All records may be retired to the Washington National Records Center upon approval of this schedule.

1

*Copy sent to agency  
NCF, mfmw 5/29/90*

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p><u>Legal Opinion Subject File.</u> Legal opinions and support material, arranged by subject, concerning the policies and operations of the Board.</p> <p>Arrangement of Files: Alphabetical. Accumulated Volume: .1 cubic foot.</p> <p>Disposition: Permanent. Offer to the National Archives <del>when 25 years old.</del> in 2014.</p>		
3	<p><del><u>Files Documenting Suits.</u> Files concerning legal action brought against the Board.</del></p> <p><del>Arrangement of Files: Alphabetical. Disposition: Dispose of 3 years after the case is closed.</del></p>		With 174
4	<p><u>Special Studies.</u> Special studies, reports and related documents.</p> <p>Arrangement of Files: Alphabetical. Accumulated Volume: .3 cubic feet.</p> <p>Disposition: Permanent. Offer to the National Archives <del>when 25 years old.</del> in 2014.</p>		
5	<p><u>Minutes of the Board Meetings.</u> Arrangement of Files: Chronological. Accumulated Volume: .2 cubic feet.</p> <p>Disposition: Permanent. Offer to the National Archives <del>when 25 years old.</del> in 2014.</p>		
6	<p><u>Approved Applicants.</u> Rosters of approved applicants, copies of applications of approved applicants, and related correspondence.</p> <p>Arrangement of Files: Chronological, then alphabetical. Accumulated Volume: 1 cubic foot.</p> <p>Disposition: Permanent. Offer to the National Archives <del>when 25 years old.</del> in 2014.</p>		

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
7	Standards of Certification. <u>Arrangement of Files:</u> Chronological. Accumulated Volume: .1 cubic foot. Disposition: Permanent. Offer to the National Archives <del>when 25 years old.</del> in 2014.		