INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-116-90-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is obsolete in full because all items are permanent and have been accessioned.

Date Reported: 8/10/2022  N1-116-90-001
### Request for Records Disposition Authority

**To:** General Services Administration  
National Archives and Records Service, Washington, DC 20408  

**Request Type:** Administrative Office of the United States Courts  
**Major Subdivision:** Board of Certification  
**Minor Subdivision:**  

**Name of Person With Whom to Confer:** Charles Summers  
**Telephone Ext.:** 633-6057  

**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 [x] is unnecessary.

<table>
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<tr>
<th>Item No.</th>
<th>Description of Item</th>
<th>Superseeded Job Citation</th>
<th>Action Taken (NARS Use Only)</th>
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</thead>
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<tr>
<td>1</td>
<td>Board of Certification</td>
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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.
<table>
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<tr>
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| 2        | Legal Opinion Subject File.  
Legal opinions and support material, arranged by subject, concerning the policies and operations of the Board.  
Arrangement of Files: Alphabetical.  
Accumulated Volume: .1 cubic foot.  
Disposition: Permanent. Offer to the National Archives when 25 years old. in 2014. |
| 3        | Files Documenting Suits.  
Files concerning legal action brought against the Board.  
Arrangement of Files: Alphabetical.  
Disposition: Dispose of 3 years after the case is closed. |
| 4        | Special Studies.  
Special studies, reports and related documents.  
Arrangement of Files: Alphabetical.  
Accumulated Volume: .3 cubic feet.  
Disposition: Permanent. Offer to the National Archives when 25 years old. in 2014. |
| 5        | Minutes of the Board Meetings.  
Arrangement of Files: Chronological.  
Accumulated Volume: .2 cubic feet.  
Disposition: Permanent. Offer to the National Archives when 25 years old. in 2014. |
| 6        | Approved Applicants.  
Rosters of approved applicants, copies of applications of approved applicants, and related correspondence.  
Arrangement of Files: Chronological, then alphabetical.  
Accumulated Volume: 1 cubic foot.  
Disposition: Permanent. Offer to the National Archives when 25 years old. in 2014. |
<table>
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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
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