

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-116-90-2

DATE RECEIVED

3/30/90

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Administrative Office of the US Courts

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Charles Summers

5. TELEPHONE EXT.

633-6057

DATE

7/10/90

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

3/27/90

C. SIGNATURE OF AGENCY REPRESENTATIVE



D. TITLE

Chief, Printing, Mail, and Records Mgmt Br.

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SUPERSEDED  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)

1.

Formal Directives.

Copies of directives documenting program functions and case files documenting aspects of the development of such directives. These directives are published in the Guide to Judiciary Policies and Procedures. Transfer to the WNRC when no longer needed for reference. Disposition: Permanent. Offer to the National Archives when 25 years old, ~~or when no longer needed for reference.~~

GRS 16  
Item 1

Copy sent to agency,  
MOT, MW, NCF 7/23/90 JS