

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

LEAVE BLANK

JOB NO  
N1-116-90-3

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

DATE RECEIVED  
*9-25-90*

1. FROM (Agency or establishment)  
Administrative Office of the U.S. Courts

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Charles Summers

633-6057

*1/3/91*



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 24 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 <i>Carroll</i>	D. TITLE Chief, Printing, Mail, and Records Management Branch
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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 GRS OR SUPERSEDED JOB CITATION	10.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>This schedule covers all AOUSC unscheduled records at the Washington National Records Center. The records are grouped as follows for purposes of the schedule:</p> <p>General Records - Items 1-7                      Records of the Office of the Director - Items 8-25                      Records of the Office of the Deputy Director - Items 26-36                      Records of the Division of Procedural Studies and Statistics - Items 37-49                      Records of the Probation Division - Items 50-56                      Records of the Bankruptcy Division - Items 57-59                      Records of the Division of Business Administration - Items 60-61                      Records of Committees of the Judicial Conference - Items 62-63</p>		

*Copies sent to agency, NCF, NN-W, NNT 1-10-91*

## GENERAL RECORDS

1. JUDICIAL DISTRICT ADMINISTRATIVE FILES, 1899-1939 and 1946-58, 370 cu. ft.

Arranged by court (district courts are arranged alphabetically by state and geographical district and courts of appeal numerically by circuit) and thereunder by subject, with files relating to matters applicable to all districts placed at the head of the series for the period 1899-1939.

Note: the 1899-1939 segment of the series, maintained at one time by the Justice Department, was originally arranged under a duplex numeric filing system that identifies the source and subject of the correspondence.

Consists chiefly of correspondence with judges, clerks of court, referees in bankruptcy and other officials of the Federal courts about such matters as the following: examination of judicial offices; accounts, salaries and fees; authorizations of expenses (travel, printing, etc.); personnel (appointment, leave, and resignation); and statistical reports. The records include examiners' reports that date from as early as the 1920s.

- A. Files relating to matters of general judicial administration, 1899-1939.

WNRC Acc. No. 116-52A0018, Boxes 1-5 (part) and 141 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

- B. Files relating to administration of specific appellate courts, 1899-1939.

WNRC Acc. No. 116-52A0018, Boxes 141 (part) - 151.

(1) Files covering all matters except authorization.

Disposition: PERMANENT. Transfer immediately to the National Archives.

(2) Files covering authorizations.

Disposition: Destroy during archival processing.

- C. Files covering the administration of specific district courts, 1899-1958, and specific appellate courts, 1946-58.

WNRC Acc. Nos. 116-52A0018, Boxes 6-140  
-59A0048, Boxes 1-120 (part)  
-60A0427, Boxes 1-22, 34-105

Disposition: Destroy immediately.

2. GENERAL CORRESPONDENCE FILES, 1950-58, 17 cu. ft.

Divided into two segments, one of which covers Federal agencies and the other of which covers firms and persons outside the Federal government. The agency correspondence is arranged alphabetically by agency and thereunder chronologically. It includes correspondence with members of the two houses of Congress. The non-Federal correspondence is arranged alphabetically by correspondent and thereunder chronologically.

Consists of correspondence with Federal agencies and outside parties over such housekeeping and facilitative matters as bids, billings, collections and financial statements, crediting and disbursement of funds, transmittal of examiners' reports, and FBI background investigations.

WNRC Acc. Nos. 116-59A0048, Boxes 123-38 (part)  
-60A0427, Box 105A

Disposition: Destroy immediately.

3. INTERNAL MEMORANDA FILES, 1950-58, 3 cu. ft.

Arranged by recipient and thereunder chronologically.

Consists chiefly of memoranda from subordinates to such AOUSC officials as the Director, various Assistant Directors and Deputy Assistant Directors, and Chiefs of Divisions. The records relate to such issues as personnel, expenses, space, examination of judicial offices and other largely facilitative matters.

File markings indicate that earlier segments of these files existed at one time.

WNRC Acc. No. 116-59A0048, Boxes 141 (part) - 142 and 145

Disposition: PERMANENT. Transfer immediately to the National Archives.

4. FINAL DRAFTS OF ISSUANCES AND PUBLICATIONS, Nov. - Dec. 1949 and Jan. 1952 - Dec. 1956, 5 cu. ft.

Arranged chronologically.

Consists of final drafts of letters and memoranda issued by the director and his subordinates to personnel of the Federal courts, as well as final drafts of AOUSC publications. The letters include recommendations to judges and the Judicial Conference on certain personnel actions (e.g., filling the vacancy of a bankruptcy referee).

Some of the letters and memoranda are signed copies, apparently duplicated and distributed as issuances.

WNRC Acc. No. 116-58A0545, Boxes 1-5

Disposition: PERMANENT. Transfer immediately to the National Archives.

5. CORRESPONDENCE RE OUT OF DISTRICT JUDICIAL SERVICE, 1938-57, 1.5 cu. ft.

Arranged chronologically.

Consists of correspondence in connection with the designation of judges to serve in districts other than their own.

WNRC Acc. No. 116-59A0048, Boxes 120 (part) - 121

Disposition: Destroy immediately.

6. SITE AND FACILITIES FILE, 1941-58, 1/2 inch.

Arranged chronologically.

Consists of a single folder of correspondence documenting the establishment, movement, and outfitting of AOUSC offices.

WNRC Acc. No. 116-59A0048, Box 141 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

7. CENTRAL CORRESPONDENCE FILE, 1958-73, 92 cu. ft.

Arranged under an alpha-numeric filing system that covers both programmatic and facilitative subjects. The filing system is based on the AOUSC "Files Handbook," dated March 1959.

Consists chiefly of correspondence generated by the various offices and divisions of the AOUSC, with copies of reports,

issuances, and other accompanying background material.

WNRC Acc. Nos. 116-61A0298, Boxes 1-2  
-63A0489, Boxes 1-2  
-66B0933, Boxes 1-13, 15-17  
-71A1458, Boxes 1-8, 13-16  
-74A0017, Boxes 1-33  
-75-0016, Boxes 1-27

- A. Files dealing with programmatic subjects, exclusive of examinations of judicial offices (OM-4)

Disposition: PERMANENT. Transfer in a block to the National Archives in 1998.

- B. Files covering examinations of judicial offices (OM-4).

Disposition: Destroy during archival processing.

- C. Files dealing with facilitative and housekeeping subjects.

Disposition: Destroy during archival processing.

#### OFFICE OF THE DIRECTOR

#### RECORDS OF HENRY P. CHANDLER, 1941-58

8. JUDICIAL CONFERENCE MEETING FILES, 1941-58, 33 cu. ft.

Arranged chronologically by conference meeting and thereunder numerically by item on agenda, with a general folder for each meeting.

Consists of preliminary and supplementary agenda, copies of committee reports, memoranda of the Director to the Conference (including drafts and comments of AOUSC staff members), correspondence with members of the judiciary on matters of concern to the Conference, and AOUSC annual reports with related correspondence and workpapers.

[The series at one time contained the Director's minutes of meetings, but these have been permanently withdrawn from the files.]

WNRC Acc. No. 116-69A1960, Boxes 9-10, 12, 14-18, 20-25, 27-39, 42-45, and 50 (Box 19 is not on shelf)

Disposition: PERMANENT. Transfer immediately to the National Archives.

9. JUDICIAL CONFERENCE COMMITTEE FILES, 1941-56, 12 cu. ft.

Arranged by committee of or subject of concern to the Conference.

Consists of correspondence with committee members, AOUSC staff members and others, copies of reports to the Judicial Conference, copies of legislative proposals, and many other working papers.

WNRC Acc. No. 116-69A1960, Boxes 40-41, 47 (part) - 49, 51-54, and 59-61

Disposition: PERMANENT. Transfer immediately to the National Archives.

10. MEMORANDA TO THE CHIEF JUSTICE, 1946-58, 4 in.

Arranged chronologically.

Consists chiefly of memoranda regarding such matters as agendas for the meeting of the Judicial Conference and other programmatic issues.

WNRC Acc. No. 116-59A0048, Box 122 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

11. LEGISLATIVE FILES, 1953-56, 6 cu. ft.

Arranged by Congress and session, and thereunder by bill number.

Consists of correspondence referring proposed legislation to the Director, his responses, and referrals to the Chief Justice for consideration by the Judicial Conference and judges having an interest in the legislation, together with copies of the bills themselves. Some files include narrative reports and statistics on judicial business to support requests for additional judgeships.

WNRC Acc. No. 116-59A1536, Boxes 1-6

Disposition: PERMANENT. Transfer immediately to the National Archives.

12. BUDGET FILES, 1954-56, 2 cu. ft.

Arranged by subject.

Consists of correspondence with the Chief Justice and members of the Judicial Conference and with members of the Appropriations Committees of the House and Senate, statements submitted to Congress, tables on the status of allotments and appropriations, estimates of supplemental appropriations, and printed bills.

WNRC Acc. No. 116-58B0472, Boxes 1-2

Disposition: PERMANENT. Transfer immediately to the National Archives.

13. CIRCUIT COURT CONFERENCE FILES, 1941-57, 2 cu. ft.

Arranged numerically by circuit court and thereunder chronologically.

Consists chiefly of correspondence between the Chief Judges of the Courts of Appeals and the AOUSC Director over topics to be placed on the agenda of the conferences. The files also contain offset copies of some conference committee reports and speeches.

WNRC Acc. No. 116-59A0532, Boxes 1-2

Disposition: PERMANENT. Transfer immediately to the National Archives.

14. SPEECHES, 12 in.

- A. Speeches delivered by the Director (as well as notes for the delivery of speeches) and papers issued under the name of the Director, 1940-58.

Arranged chronologically.

WNRC Acc. No. 116-69A1960, Boxes 46 (part) - 47 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

- B. Speeches delivered by judges and published papers by judges and others on the operation of the Federal court system.

WNRC Acc. No. 116-69A1960, Box 46 (part)

Disposition: Destroy during archival processing.

15. GENERAL CORRESPONDENCE, 1941-57, 2 cu. ft.

Arranged alphabetically by correspondent.

Consists of correspondence with members of the bar, law school faculty, and leaders of professional organizations (i.e., the Federal Grand Jury Association of Southern New York) on programmatic matters of interest to the legal profession.

WNRC Acc. No. 116-59A0532, Boxes 3-4

Disposition: PERMANENT. Transfer immediately to the National Archives.

16. CORRESPONDENCE WITH STATE AND LOCAL JUDGES, 1943-56, 2 in.

Arranged chronologically.

Consists chiefly of correspondence with judges outside the Federal judiciary.

WNRC Acc. No. 116-69A1960, Box 46 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

17. MEMORIAL FILES, 1942-57, 4 in.

Arranged alphabetically by judge or justice being memorialized.

Consists of files relating to the AOUSC Director's participation in memorial proceedings for judges who have died or are being recognized for length of judicial service. The files contain a limited amount of correspondence, as well as printed accounts of some services.

WNRC Acc. No. 116-59A0048, Box 122 (part)

Disposition: Destroy immediately.

RECORDS OF WARREN OLNEY, III, 1958-67

18. PROGRAM SUBJECT FILES, 1958-67, 12 cu. ft.

Arranged by subject.

Consists of correspondence, reports, studies, transcripts of proceedings, statements and other documentation relating to such matters as reform of the U.S. Commissioner system, establishment of a unified correctional system, removal of judges for misconduct or disability, nondiscrimination in the selection of jurors, and meetings of circuit judicial conferences. The separate enclosure files [boxes 1-6 (part) and 11 (part)] include copies of speeches, memoranda to members of the Federal judiciary, legislative proposals, and reports to committees of the Judicial Conference.

WNRC Acc. No. 116-69A1572, Boxes 1-11 (part) and 12

Disposition: PERMANENT. Transfer immediately to the National Archives.

19. OFFICE FILES, 1958-67, 4 cu. ft.

Arranged roughly by subject.

Consists chiefly of correspondence, reports to the Judicial Conference, reference material and working papers relating to activities of committees of the Judicial Conference. Also included in this loosely organized series are files accumulated by staff within the Director's office and an alphabetically arranged subseries of correspondence. The series is useful for documenting the establishment of the Federal Judicial Center.

WNRC Acc. No. 116-69A1960, Boxes 55-58

Disposition: PERMANENT. Transfer immediately to the National Archives.

20. ADMINISTRATIVE SUBJECT FILES, 1958-66, 11 cu. ft.

Arranged by subject.

Consists of correspondence, memoranda, reports and workpapers relating to the activities and interests of Warren Olney, III, as Director, AOUSC. Much of the material relates to the activities and concerns of committees of the Judicial Conference, but the files also cover travel, seminars, conferences, proposed legislation, budgetary matters, and other program issues.

WNRC Acc. No. 116-69A1888, Boxes 1-11

Disposition: PERMANENT. Transfer immediately to the National Archives.

21. JUDICIAL CONFERENCE COMMITTEE FILES, 1962-65, 1 cu. ft.

Arranged by committee or subcommittee of the Judicial Conference, and thereunder by subject.

Consists of correspondence, memoranda and reference material relating to apparently unsuccessful efforts by members of the judiciary and AOUSC to establish a Federal Probation and Parole Research Center.

WNRC Acc. No. 116-72A1294, Box 1

Disposition: PERMANENT. Transfer immediately to the National Archives.

22. CIRCUIT CORRESPONDENCE, 1959-66, 11 in.

Arranged numerically by circuit court.

Consists chiefly of correspondence between the Director and his immediate staff and judges of both the circuit courts and Supreme Court regarding committees of the Judicial Conference and complaints of the conduct of judges and judicial employees.

WNRC Acc. No. 116-69A1960, Box 26 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

23. SPEECHES, 1958, 1 inch.

Speeches delivered by the Director.

WNRC Acc. No. 116-69A1960, Box 26 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

24. AGENDA FILES ("DESKBOOKS"), 1958-67, 4 cu. ft.

Arranged in roughly chronological order.

Consists almost entirely of copies of documents related to items scheduled for consideration at meetings and conferences attended by the AOUSC Director.

WNRC Acc. No. 116-69A1572, Box 11 (part) and 13-16

Disposition: Destroy immediately.

25. SUBJECT FILES OF C. AUBREY GASQUE, 1958-61, 1 cu. ft.

Arranged by subject.

Consists chiefly of reference files that contain copies of reports produced or used by Judicial Conference committees, together with a small amount of correspondence and a few minutes of committee meetings.

Gasque served as Deputy Assistant Director in 1958 and as Assistant Director in 1959.

WNRC Acc. No. 116-69A1960, Box 13

Disposition: Destroy immediately.

OFFICE OF THE DEPUTY DIRECTOR

RECORDS OF ELMORE WHITEHURST AND WILLIAM L. ELLIS, 1941-60

26. JUDICIAL CONFERENCE MEETING FILES, 1941-60, 6 in.

Arranged chronologically.

Consists of programs, minutes of meetings, and correspondence regarding meetings of the Judicial Conference.

WNRC Acc. No. 116-69A2157, Box 4 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

27. JUDICIAL CONFERENCE COMMITTEE FILES, 1955-60, 6 in.

Arranged by subject.

Consists of reports to the Judicial Conference, correspondence with members of the committee, and reference material relating to the activities of the Committee on Intercircuit Assignments.

WNRC Acc. No. 116-69A2157, Box 4 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

28. CIRCUIT CONFERENCE FILES, 1940-60, 9 in.

Arranged numerically by circuit.

Consists of conference and committee reports, addresses and comments delivered to conferences, and correspondence with judges regarding AOUSC participation in the conferences and matters to be considered at the conferences.

WNRC Acc. No. 116-69A2157, Box 3 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

29. COMPTROLLER GENERAL'S DECISIONS, 1937-56, 4 in.

Arranged chronologically.

Consists of correspondence and AOUSC issuances documenting the agency's response to decision of the Comptroller General affecting the operations of the Federal courts. Most of the decisions involved financial and accounting matters.

WNRC Acc. No. 116-69A2157, Box 5 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

30. AGENCY CORRESPONDENCE FILES, 1939-59, 1.5 cu. ft.

Arranged by agency.

Consists of correspondence, reports, and working papers that document the relationship between the AOUSC and other Federal agencies in matters affecting the judiciary. For example, the series includes two files covering the AOUSC's relationship with the National Archives and documenting efforts to control the disposition of Federal court records.

WNRC Acc. No. 116-69A2157, Box 5 (part) - 6 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

31. SUBJECT FILES, 1949-60, 4 cu. ft.

Arranged by subject.

Consists chiefly of reference material, with some correspondence, relating to such administrative matters as budgets and workloads.

WNRC Acc. No. 116-69A2157, Boxes 1-3 (part) and 6 (part) - 7

Disposition: Destroy immediately.

32. CORRESPONDENCE ON PERSONNEL MATTERS, 1948-60, 4 in.

Arranged chronologically.

Consists of correspondence over appointments of supporting personnel to judges and other personnel matters.

WNRC Acc. No. 116-69A2157, Box 5 (part)

Disposition: Destroy immediately.

RECORDS OF WILL SHAFROTH, 1960-68

33. JUDICIAL CONFERENCE COMMITTEE FILES, 1961-68, 1 cu. ft.

Arranged by committee.

Consists of correspondence, agendas, statistical tables, and stenographic notes of meetings.

WNRC Acc. No. 116-69A2508, Box 1

Disposition: PERMANENT. Transfer immediately to the National Archives.

34. GENERAL CORRESPONDENCE FILES, 1961-64, 3 cu. ft.

Arranged alphabetically by correspondent.

Consists of correspondence with individuals, representatives of professional groups, and state and local officials regarding operations of the Federal courts.

WNRC Acc. No. 116-69A2157, Boxes 15-17

Disposition: PERMANENT. Transfer immediately to the National Archives.

35. JUDICIAL CORRESPONDENCE FILES, 1960-64, 5.5 cu. ft.

Arranged by type of court (circuit or district), thereunder numerically or alphabetically by specific court, and thereunder by subject.

Consists of correspondence with judges, clerks, and attorneys regarding meetings and appearances, needs for personnel and

equipment, and problems in administering specific courts, together with circuit conference and circuit committee reports and statistical tables documenting activity of the courts.

WNRC Acc. No. 116-69A2157, Boxes 9-14 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

36. PROJECT FILES, 1958-64, 1 cu. ft.

Arranged by project.

Consists of correspondence and background material to studies and reports produced under the direction of the Deputy Director. These include a report of the courts in the Virgin Island, a report on Pre-Trial Examiner's Office in the District of Columbia, a study of the operation of the jury system in New Jersey, and a study of whether services rendered by retired judges were sufficient to warrant the judges' retaining the services of supporting personnel.

WNRC Acc. No. 116-69A2157, Box 14 (part) and 18 (part)

A. Final products of projects.

Disposition: PERMANENT. Transfer immediately to the National Archives.

B. Background and supporting papers.

Disposition: Destroy during archival processing.

**DIVISION OF PROCEDURAL STUDIES AND STATISTICS**

37. READING FILES, 1941-43, 1951-53, and 1960-61, 2.5 cu. ft.

Arranged chronologically.

Consists of copies of outgoing correspondence.

WNRC Acc. No. 116-57A0341, Boxes 1-2, and -69A2223, Box 3 (part)

Disposition: Destroy immediately.

38. JUDICIAL CORRESPONDENCE FILES, 1940-55, 3 cu. ft.

Arranged by type of court (appellate or district), and thereunder numerically or alphabetically by specific court.

Consists of correspondence with officials of various Federal courts, together with a few reports on the condition of business in certain districts.

WNRC Acc. No. 116-69A2223, Boxes 16-18

Disposition: PERMANENT. Transfer immediately to the National Archives.

39. GENERAL CORRESPONDENCE FILES, 1940-57, 3 cu. ft.

Arranged alphabetically by subject.

Consists of correspondence with parties inside and outside the agency, together with statistical tables and other workpapers, relating to such matters as the compilation of statistics relating to judicial workloads, the preparation of charts on the need for additional judgeships, and other matters involving the Division of Procedural Studies and Statistics.

A. Correspondence with the AOUSC Director and Deputy Director, 6 in., 1948-57.

WNRC Acc. No. 116-69A2223, Box 13 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

B. All other correspondence files.

WNRC Acc. No. 116-69A2223, Boxes 13 (part) - 15

Disposition: Destroy immediately.

40. CIRCUIT CONFERENCE FILES, 1940-60, 3 cu. ft.

Arranged by circuit and thereunder chronologically.

Consists of conference programs, reports, and addresses, together with a small amount of correspondence.

WNRC Acc. No. 116-69A2223, Boxes 6-8

Disposition: PERMANENT. Transfer immediately to the National Archives.

41. ISSUANCES AND PUBLICATIONS, 1955-57.

Consists of the following: Bulletin No. 457 (Nov. 24, 1956) on Revision and Modification of accounting and reporting methods used by Clerks of U.S. Courts of Appeals; AOUSC manual (1957) containing instructions for preparation of statistical reports; AOUSC publications, apparently prepared in 1955, on membership and business of the various district and circuit courts; and "Index of the Reports of the Judicial Conference of the United States, December 1922 to March 1956, with foreword by the Assistant Director of the AOUSC.

WNRC Acc. No. 116-57A0196, Boxes 1-~~3~~<sup>2\*</sup>  
-58A0831, Boxes 1-2 and 4 (part)  
-58A0545, Boxes 6-7

A. Record copy of issuance or publication, .5 cu. ft.

Disposition: PERMANENT. Transfer immediately to the National Archives.

B. Duplicate copies.

Disposition: Destroy immediately.

42. SUBJECT FILES, 1943-68, 12 cu. ft.

Arranged by subject.

Consists of correspondence, narrative reports, copies of AOUSC issuances to committees of the Judicial Conference and to members of the judiciary, agendas and minutes of Judicial Conference committee meetings, statistical tables, reporting forms, workpapers and reference material. The records are very loosely organized.

Among the subjects documented by the series are the handling and analysis of criminal justice statistics, liaison with committees of the Judicial Conference, implementation of the Criminal Justice Act of 1964, consideration of a proposal for establishing a National Criminal Justice Statistical Center, and the gathering of statistics on such matters as assignment of judges and probation.

WNRC Acc. No. 116-72A3225, Boxes 1-5 and 7-13 (box 6 is not on shelf)

\* Corrected #2, 2/13/91

Disposition: PERMANENT. Transfer immediately to the National Archives.

43. RECORDS RELATING TO THE JUDICIAL CONFERENCE COMMITTEE OF JUDICIAL STATISTICS, 1948-60, 1 cu. ft.

Arranged chronologically and thereunder by record type and date of meeting.

Consists of mimeo copies of agenda and minutes of meetings, reports to the Judicial Conference, correspondence between members of the committee, pamphlets and narrative reports.

WNRC Acc. No. 116-68A3629, Box 1

Disposition: PERMANENT. Transfer immediately to the National Archives.

44. RECORDS RELATING TO THE ESTABLISHMENT OF THE COURT REPORTING SYSTEM, 1940-47, 1 cu. ft.

Arranged in roughly chronological order.

Consists of correspondence of AOUSC officials with judges and other Federal officials regarding the establishment of a court reporting system for the Federal courts and the setting of maximum rates of compensation for reports. The records include various proposals and comments on them. The court reporting system was established via legislation in 1944.

WNRC Acc. No. 116-58A0831, Box 7

Disposition: PERMANENT. Transfer immediately to the National Archives.

45. RECORDS RELATING TO LEGISLATION TO ESTABLISH WIDOWS' PENSIONS AND INCREASE JUDICIAL SALARIES, 1949-56, 2 cu. ft.

Arranged by subject.

Consists of printed bills, congressional reports, cost estimates, statements submitted to Congress, correspondence and workpapers in support of legislation to provide pensions for widows of judges and to increase judicial salaries. Included among the files are the responses of individual judges to the widows' pension proposal.

WNRC Acc. No. 116-58C0472, Boxes 3-4

Disposition: Destroy immediately.

46. PROJECT FILES, 1940-62, 14 cu. ft.

Arranged roughly by subject.

Consists of correspondence, reports, exhibits, statistical tables, workpapers, and reference material relating to the compilation of statistics, issuance of annual reports, and the preparation of special studies. A number of the studies were undertaken or coordinated for committees of the Judicial Conference. The bulk of the material comprises poorly organized workpapers, and most of the correspondence is facilitative, covering such matters as requests for publications and acknowledgments of the return of questionnaires.

WNRC Acc. No. 116-58A0831, Boxes 6, 8, 10 and 16 (part) (Box 9 is lacking, having been charged out 20 years ago)

-69A2210, Boxes 1-2

-69A2223, Boxes 1-3 (part), 4-5, and 9-12

Disposition: Destroy immediately.

47. BULLETINS AND CIRCULARS, 1939-47 and 1951-54, 1.5 cu. ft.

Consists of a fairly complete run of AOUSC Circulars and Bulletins for the periods specified. Includes a folder of circulars and bulletins (drafts and final issuances) prepared by the Division of Procedural Studies and Statistics, 1940-48.

WNRC Acc. No. 116-58A0831, Box 15-16 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

48. CASE DELINQUENCY REPORTS, 1963-65, 1 cu. ft.

Arranged chronologically.

Consists of memoranda to the Chief Justice and the Judicial Conference listing cases under advisement or under submission for an extended period of time and related correspondence with clerks to court on the compilation of this information. Such reports were required by the Judicial Conference in an effort to prompt action on these cases.

WNRC Acc. No. 116-68A2714, Box 1

Disposition: Destroy immediately.

49. STATISTICAL COMPILATIONS, 1965-67, 1 cu. ft.

Arranged chronologically.

Consists of routine statistics gathered from individual judges and courts for publication in statistical tables of the AOUSC annual report.

WNRC Acc. No. 116-68A2714, Box 2

Disposition: Destroy immediately.

PROBATION DIVISION

50. HISTORICAL FILES, 1929-48, 2 cu. ft.

Arranged chiefly by type of record and thereunder chronologically.

Consists of Department of Justice and Bureau of Prisons circulars on the operation of the probation system, 1929-40, as well as a compilation of laws and court decisions affecting the system; a record book listing probation officers, date of entry on duty, salaries and proposed salaries, and sample correspondence, 1934; probation system forms and correspondence about their development, 1942-48; and subject correspondence on the effect of World War II on the status of parolees and and probationers, 1940-45.

WNRC Acc. No. 116-65A0152, Box 1 (part)  
-57A0099, Box 395

Disposition: PERMANENT. Transfer immediately to the National Archives.

51. GENERAL CORRESPONDENCE, 1941-56, 5.5 cu. ft.

Arranged alphabetically by subject or correspondent.

Consists of correspondence with persons inside and outside the AOUSC concerning such matters as invitations and appearances, arrangements for foreign visitors, caseloads, case illustrations ("success stories" of probationers who went straight, with the help of their probation officer), conferences and inservice training, the conduct of probation and postprobation studies by outside parties, and the actions of individual probation officers.

WNRC Acc. No. 116-57A0099, Box 396 (part)  
-59A1437, Boxes 3-7

Disposition: Destroy immediately.

52. ADMINISTRATIVE FILES, 1940-53, 0.5 cu. ft.

Arranged by type of record and thereunder chronologically.

Consists of correspondence and reference material relating to personnel changes and budgetary matters, 1949-53, as well as published bulletins of interest to Probation Officers, 1940-48.

WNRC Acc. No. 116-57A0099, Box 396 (part)

Disposition: Destroy immediately.

53. HANDBOOKS/MANUALS, 1960.

Consists of "A Handbook for Filing Administrative Records of U.S. Probation Offices," issued by the AOUSC.

WNRC Acc. No. 116-65A0152, Box 1 (part)

A. Record copy, .1 cu. ft.

Disposition: PERMANENT. Transfer immediately to the National Archives.

B. Duplicate copies.

Disposition: Destroy immediately.

54. SUBJECT FILES, 1959-70, 1 cu. ft.

Arranged by subject.

Consists of correspondence, reports, and reference material covering chiefly the period 1963-66 and regarding such matters as legislation to establish qualification standards for Probation Officers, efforts to establish a research and development center, conduct of a pilot project on regional supervision of probation officers, preparation of a monograph, "The Presentence Investigative Report," and dealings with the Judicial Conference Committee on Administration of the Probation System.

WNRC Acc. No. 116-72A1294, Box 1 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

## 55. RESEARCH AND TRAINING RECORDS, 1946-70, 7 cu. ft.

Arranged by subject, conference or institute.

The training records include correspondence, published training programs and reference material relating to planning and arrangements for training facilities, development of programs, attendees, billings, and other matters. The research records consist chiefly of correspondence and background materials relating to the conduct of special studies of probationers by researchers outside the AOUSC (the studies themselves are not part of the files).

WNRC Acc. No. 116-58A0432, Box 2 (part)  
                   -59A1437, Boxes 1-2  
                   -60A5007, Box 1 (part)  
                   -65A0152, Boxes 1 (part) and 3  
                   -71A3244, Boxes 1-2

Disposition: Destroy immediately.

56. FEDERAL PROBATION CORRESPONDENCE, 1940-71, 12 cu. ft.

Arranged alphabetically by correspondent for the most part.

Consists of correspondence of the managing editor and the editorial assistant regarding articles, book reviews, participation on advisory boards, and the printing of individual issues of the journal.

WNRC Acc. No. 116-58A0851, Box 1  
                   -59A2277, Boxes 1-2  
                   -63A0778, Box 1  
                   -66A0198, Box 1  
                   -68A3657, Boxes 1-3  
                   -71A1968, Boxes 1-2  
                   -74-0043, Boxes 1-2

Disposition: Destroy immediately.

#### BANKRUPTCY DIVISION

## 57. RECORDS RELATING TO THE ATTORNEY GENERAL'S COMMITTEE ON BANKRUPTCY ADMINISTRATION, 1934-47, 3 cu. ft.

Unarranged.

The Attorney General's Committee on Bankruptcy Administration was created in 1939. Its final report was issued in January, 1941, and included a recommendation that the AOUSC coordinate

and supervision the administration of bankruptcy. The recommendation led to the creation of the Bankruptcy Division within the AOUSC.

Much of this collection consists of files accumulated by Charles A. Morsky, its director, Leon Frechtel, assistant director, and Henry P. Chandler, AOUSC Director. The files include copies of the Committee's initial report to the Attorney General, printed copies of its preliminary report and tentative final report, correspondence, and considerable working papers and reference material, a portion of which relate to subsequent efforts to obtain legislation implementing the committee's recommendations. Also included in the collection are files relating to an earlier investigation of bankruptcy administration (known as the McAdoo investigation) conducted in the 1930s.

WNRC Acc. No. 116-57A0099, Boxes 477-479

Disposition: PERMANENT. Transfer immediately to the National Archives.

58. SUBJECT FILES, 1942-52, 2 cu. ft.

Arranged by subject.

Consists chiefly of correspondence with persons outside the AOUSC regarding such matters as invitations and appearances, exchanges of information, legislative proposals, status of cases, and complaints of fees imposed and actions taken by commissioners and referees.

WNRC Acc. No. 116-57A0099, Boxes 433-434

Disposition: PERMANENT. Transfer immediately to the National Archives.

59. BANKRUPTCY RULE FILES, 1960-63, 2.5 cu. ft.

Arranged generally by subject and thereunder numerically by regulation, form, or rule in some cases.

Consists chiefly of correspondence, workpapers, and notes regarding proposals for rule changes considered by the Advisory Committee on Bankruptcy Rules.

WNRC Acc. No. 116-69A2157, Boxes 18 (part) - 20

Disposition: PERMANENT. Transfer immediately to the National Archives.

**DIVISION OF BUSINESS ADMINISTRATION**

60. DEDICATION FILE, 1950, .1 cu. ft.

Arranged by type of record.

Consists of correspondence, newsclipping, and drawings relating to arrangements for the dedication of the U.S. Courthouse for the District of Columbia, at which President Harry S. Truman spoke.

WNRC Acc. No. 116-59A0048, Box 122 (part)

Disposition: PERMANENT. Transfer immediately to the National Archives.

61. CLAIMS FOR UNPAID COMPENSATION (DEATH CLAIMS), 1954-58 and 1962-65, 2 cu. ft.

Arranged numerically.

Consists of correspondence on claims for unpaid annuities, often accompanied by copy of an annuity certificate and a memorandum regarding computation of the amount of the unpaid annuity, as well as the original claim, a copy of the payroll and a copy of a voucher covering the claim for unpaid compensation (the application for death benefits itself was forwarded to the Civil Service Commission for action, and these files do not include the actual voucher and schedule of payment).

These records are covered by a previous authority - Item 6a of Job No. II-NNA-3306 - which cites the records as "retain."

WNRC Acc. No. 116-59A2564, Box 1  
-69A6482, Box 1

Disposition: Destroy immediately.

**RECORDS OF COMMITTEES OF THE JUDICIAL CONFERENCE**

62. FILES OF THE COMMITTEE ON OPERATION OF THE JURY SYSTEM, 1958-64, 1 cu. ft.

Arranged by subject.

Consists of correspondence, reports to the Judicial Conference, and a substantial volume of workpapers.

These records were accumulated by the judge who chaired the committee and inherited by the Office of the Deputy Director.

WNRC Acc. No. 116-69A2157, Box 8

Disposition: PERMANENT. Transfer immediately to the National Archives.

63. "Report to the Judicial Conference of the Committee on U.S. Commissioners," n.d.

WNRC Acc. No. 116-57A0099, Box 489

A. Record copy, .1 cu. ft.

Disposition: PERMANENT. Transfer immediately to the National Archives.

B. Duplicate copies.

Disposition: Destroy immediately.