

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-116-96-1
1. FROM (Agency or establishment) ADMINISTRATIVE OFFICE OF THE U.S. COURTS		DATE RECEIVED	3-15-96
2. MAJOR SUBDIVISION OFFICES OF HUMAN RESOURCES AND STATISTICS & COURT		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION PROGRAMS & AUTOMATION AND TECHNOLOGY		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Hilda F. Mayberry	(202) 273-1439	5-9-96	<i>John W. Paul</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/13/96	Mike D'Onofrio <i>[Signature]</i>	Interim Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets for descriptions of items and proposed disposition.		

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7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
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COURT SYSTEMS DIVISION

The Court Systems Division (COSD) designs, develops, enhances, tests, documents, delivers, and supports automated systems applications in the courts. COSD also develops and conducts automation training for court systems managers. They maintain policies, procedures, and guidelines regarding automated system development. Ensures compliance with applicable laws, federal automation IRM regulations, guidelines and standards. Develops court automated systems nationwide.

STATISTICS DIVISION

The Statistics Division (SD) designs and maintains statistical systems providing information on the workload of the federal courts; prepares reports to meet the Director's statutory requirements for reporting to the Judicial Conference and the Congress; and provides statistical expertise to the judiciary for the purposes of planning for and allocating resources.

FEDERAL CORRECTIONS & SUPERVISION DIVISION

The Federal Corrections & Supervision Division provides general oversight, policy guidance, management assistance, training, and program evaluation to federal probation and pretrial services offices.

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7.  
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1. "CICS Civil (Civil Statistics)" - Statistical data, in electronic form, contains opening and closing information such as docket number, party names, opening and closing dates, district and office numbers, nature of suit, county codes and judge or magistrate judge responsible for the case. Data are reported monthly in the JS-5 Civil Case Opening Report and JS-6 Civil Case Closing Report.

Disposition: **PERMANENT**. Copy closed or inactive cases to archives tapes. Transfer, with complete documentation, to National Archives annually.

2. "CICS Criminal (Criminal Statistics)" - Statistical data, in electronic form, contains opening and closing information such as docket number, defendant name, judge assignment, file date, proceeding date, proceeding code, charges and level, county code, counsel code, first appearance date and code, and status of defendant date and code. Termination records contain the closing office, judge disposition date and code, sentence date and code, interval time, counsel code, prison, probation, fine and supervised release time, and termination charges, level and disposition code. Data are reported monthly in the JS-2 Criminal Case Opening Report and the JS-3 Criminal Case Closing Report.

Disposition: **PERMANENT**. Copy closed or inactive cases to archives tapes. Transfer, with complete documentation, to National Archives annually.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p><u>"FPSIS, Federal Probation Supervision Information System (Probation Statistics)"</u> - Statistical data, in electronic form, contains collected case and defendant identity and demographics, the most serious and the secondary offense, all terms of the sentence, received/expiration date, received code, level code, special conditions, closing date, closing code, problems addressed, employment status, and salient factor score.</p> <p>Disposition: <b>PERMANENT</b>. Copy closed or inactive cases to archives tapes. Transfer, with complete documentation, to National Archives annually.</p>		
4.	<p><u>"PSAIS, Pretrial Services Act Information System, (Pretrial Statistics)"</u> - Statistical data, in electronic form, contains court docketing information, demographics, interview status information, employment information, education status information, criminal history, arrest and charging information, bail reports and bail recommendations made by U.S. Attorney and Pretrial Services Officer, bail hearings and reviews, supervision and conditions for release on bail information, bail violations, detention summary, disposition summary, and pretrial diversion investigation information. Data are reported in PSA 2 and 2A, Worksheet for Pretrial Services Report, Worksheet for Pretrial Diversion Report, PSA Form 4/5, Pretrial Services Activation and Termination Code Sheet.</p> <p>Disposition: <b>PERMANENT</b>. Copy closed or inactive cases to archives tapes. Transfer, with complete documentation, to National Archives annually.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

GPO : 1975 O - 579-387

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p><u>"Bankruptcy and Adversary Proceedings Statistics"</u> (BANCAP, Bankruptcy Court Automation Project; NIBS, National Interim Bankruptcy System; and BNC, Bankruptcy Noticing Center) - Statistical data, in electronic form, contains bankruptcy case opening and closing information containing district, office, docket number, debtor name(s), date petition filed, county, judge, trustee, type of case, chapter, estimated creditors, estimated assests, estimated liabilities, nature of debt, form of organization, type of business, number of employees, number of equity security holders, case disposition, closing chapter, Chapter 11 disposition information, and financial data such as trustee compensation, fee for attorney for trustee, other professional fees, secured creditors, priority creditors, unsecured creditors equity security holders and other distribution.</p> <p>Adversary proceedings case opening and closing information includes district, office, plaintiff, defendant, docket number, filing date, party nature of suit, origin, class action under FRCP 23, demand judge, jury demand, and related bankruptcy docket information, termination date, procedural progress, disposition, and nature of judgement. Data are reported in B100A Bankruptcy Opening Report and the B100B Bankruptcy Closing Report.</p> <p>Disposition: <b>PERMANENT</b>. Copy closed or inactive cases to archives tapes. Transfer, with complete documentation, to National Archives annually.</p>		