

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	101-116-96-3
1. FROM (Agency or establishment) ADMINISTRATIVE OFFICE OF THE U.S. COURTS		DATE RECEIVED	3-15-96
2. MAJOR SUBDIVISION U.S. DISTRICT COURTS		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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Hilda F. Mayberry	(202)273-1439	8/29/02	WITHDRAWN

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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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 dispositions.		
WITHDRAWN 8/23/2002			
<i>cc Agency</i>			

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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p><u>SCHEDULE FOR THE DISPOSITION OF THE RECORDS OF UNITED STATES DISTRICT COURTS, TERRITORIAL DISTRICT COURTS, COURT OF INTERNATIONAL TRADE, UNITED STATES CLAIMS COURT, AND THE SPECIAL COURT, REGIONAL RAIL REORGANIZATION ACT OF 1973</u> Disposition Schedule II)</p> <p><u>"Bankruptcy Claims Processing (BCS)".</u></p> <p>BCS stores bankruptcy claim information, summary case information, debtor information, creditor information and electronic images of proof of claim documents. The system keeps a complete audit trail of all user modified or entered information. System outputs include printable Ad hoc queries of claim, case, debtor and creditor information, claims register, claim creditor information extracted for automatic insertion into BANCAP.</p> <p>Disposition: Dispose 20 years after transfer to FRC unless court directs a longer period for a specific file.</p>		

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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
2.	<p><u>"Case Assignment System"</u></p> <p>Automated case assignment system facilitates random assignment of judges to cases and management of case assignments. The system is designed to accommodate weighted case distribution, related cases and judge recusals.</p> <p>Disposition: PERMANENT. Copy closed or inactive files to archives tapes. Transfer, with complete documentation, to National Archives when 5 years old.</p>		
3.	<p><u>"Naturalization (NATZ)"</u>.</p> <p>System automates recordkeeping of new petitioners for naturalization, tracking of existing petitioners, and printing of certificates.</p> <p>Disposition: PERMANENT. Copy closed files to archives tapes. Transfer, with complete documentation, to National Archives 5 years after certificates were issued or files become inactive.</p>		
4.	<p><u>"Star/Index Replacement System (SIRS)"</u>.</p> <p>SIRS manages case and party indices, attorney related data along with associations to cases, and Speedy Trial information. The following records are maintained in SIRS: alias (party), appeals, attorney, case (case), charge (criminal dft), civil, criminal, motion, party, related case, JS (SARD), judgement, excludable delay, Federal Records Center, schedule, and schedule order.</p> <p>Disposition: PERMANENT. Copy closed cases to archives tapes. Transfer, with complete documentation, to National Archives when records become inactive.</p>		

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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 Court Automation Project (BANCAP)".</u></p> <p>An automated case management system used in 70 bankruptcy courts. BANCAP is a UNIX/UNIFY based system for use on networked personal computers, providing provides electronic docketing, case management, reporting, noticing, and query capabilities. AO obtains electronic statistical information from the system. Scanner used to scan claims. BANCAP reports and on-line query capability allow the public and court employees access to case status information.</p> <p>Disposition: PERMANENT. Copy closed cases to archives tapes. Transfer, with complete documentation, to National Archives when records become inactive.</p>		
6.	<p><u>"National Integrated Bankruptcy System (NIBS)".</u></p> <p>An automated case management system currently used in 23 bankruptcy courts. It is used for case management and statistics reporting. NIBS is a Dos-based system for use on networked personal computers, providing electronic case docketing, case tracking, reporting, noticing, and query capabilities. NIBS provides hard copy reports and online query capability which allowing court and public access to case status information. AO obtains electronic statistical information from the system.</p> <p>Disposition: PERMANENT. Copy closed cases to archives tapes. Transfer, with complete documentation, to National Archives when records become inactive.</p>		

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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
7.	<p><u>"District Case Applications (DCAP) Court Reporter System"</u>.</p> <p>Daily time and attendance records, in electronic form, of court reporters and audio operators. Records track production of written and audio transcriptions; monitors official transcripts for appeals and monitors court reporter compliance with Judicial Conference regulations and guidelines.</p> <p>Disposition: Destroy after GAO audit or when 6 years old, whichever is sooner.</p>	GRS 2 ITEM 7	
8.	<p><u>"Probation and Pretrial Services Automated Case Tracking System (FACTS)"</u>.</p> <p>System contains data concerning investigations and supervision records, in electronic form, for federal probation offenders and federal pretrial services defendants.</p> <p>Disposition: Dispose 20 years after termination of supervision.</p>		
9.	<p><u>"United States Probation Caseload Management System (USPCM)"</u>.</p> <p>Case plan preparation and reporting process as well as the caseload management process, in electronic form, containing offender identifying data; offense and sentence information; and supervision dates and conditions.</p> <p>Disposition: Dispose 20 years after termination of supervision.</p>		