

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 ADMINISTRATIVE OFFICE OF THE U.S. COURTS

2. MAJOR SUBDIVISION
 OFFICES OF COURT PROGRAMS & AUTOMATION AND TECHNOLOGY

3. MINOR SUBDIVISION & HUMAN RESOURCES AND STATISTICS

4. NAME OF PERSON WITH WHOM TO CONFER
 Hilda F. Mayberry

5. TELEPHONE
 (202) 273-1439

LEAVE BLANK (NARA use only)

JOB NUMBER
 NI-116-96-4

DATE RECEIVED
 3-15-96

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 6-23-97

ARCHIVIST OF THE UNITED STATES
John W. Paul

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 2 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: 3/13/96

SIGNATURE OF AGENCY REPRESENTATIVE: *Mike D'Onofrio*

TITLE: 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached sheets for description of items and proposed disposition.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

1 OF 2

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SUPERSEDED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)*

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.

APPELLATE COURT AND CIRCUIT ADMINISTRATION DIVISION

The Appellate Court and Circuit Administration Division (ACCAD) serves as liaison among the appellate courts, the judicial councils of the circuits, the circuit executives, and the Administrative Office on matters relating to the circuit executives, clerks of court, staff attorneys and preargument conference attorneys. It assists the Director and the appellate courts in discharging their administrative responsibilities, implements staffing formulas for resource allocation, manages automation projects, and identifies and develops effective and efficient management procedures (including case management) to assist the appellate courts and the circuit executives in their operations.

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JOB NO.

PAGE

2 OF 2

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1.

"Appellate Information Management System (AIMS)".

Electronic docketing and case management system which also provides judicial and caseload statistics for transmission to the Administrative Office. Statistical data including case opening and closing data. Case opening data includes circuit, docket number and date, case number, appellant and appellee name, type of appeal, attorneys and related attorney information, lower court information, motions and orders filed, court deadlines, hearing dates and locations, panel members, writing judge, case administrative information, original proceeding data, nature of suit, and originating district data. Case closing data includes disposition action, judicial action, opinion/order, procedural progress dates, and termination judge information. Data are reported monthly in the JS-34 U.S. Court of Appeals Docket Report.

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