

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED DEC 20 1974	JOB NO. NC - 116-75-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>1-10-75</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

- FROM (AGENCY OR ESTABLISHMENT)
Judicial Conference of the United States
- MAJOR SUBDIVISION
Committee on Rules of Practice and Procedure
- MINOR SUBDIVISION
Office of the Executive Secretary
- NAME OF PERSON WITH WHOM TO CONFER
Robert Hatrzell, Asst. Dir. for Mgmt.
- TEL. EXT.
1207-436
- 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.

12-17-74
(Date)

Robert H. Hatrzell
(Signature of Agency Representative)

Chief, Div. of Admin. Services
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Acts of May 8, 1792 and August 23, 1842 provided that Trial Courts had a rights to make rules of practice. Acts of June 19, 1934 and June 29, 1940 authorized the Supreme Court to provide general rules for civil and criminal procedures. An act of July 11, 1958 empowered the Judicial Conference of the United States to carry on a continuous study of the operation and effect of general rules of practice and procedure, as prescribed by the Supreme Court for the other courts of the United States.</p> <p>The Judicial Conference, chaired by the Chief Justice, operates through nationally organized committees. Some five advisory committees on civil, criminal, admiralty, bankruptcy and appellate procedures conduct basic studies, develop reports and recommend new or amended rules to the standing Committee on Rules of Practice and Procedure. Since 1960 other advisory and special committees, made up of judges, lawyers and legal scholars, have been added and some have been abolished.</p> <p>Drafts of proposed new rules or revisions of existing rules, in printed form, are circulated widely to members of the bench, bar and law schools for comment prior to submission of recommended ones to the Judicial Conference. New or amended rules approved by the Conference are formally submitted to the Supreme Court, for approval, modification or rejection. The rules adopted by the Supreme Court are transmitted to Congress where they automatically become law in ninety days unless otherwise indicated, or unless Congress acts adversely.</p>		

Copy to Agency 1/14/75

1 item

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>These records accumulate at the rate of 3 cubic feet a year.</p> <p>Confidential reports, studies, pamphlets, memoranda, selected correspondence and comments regarding proposed new rules or revisions of existing rules of practice and procedure since 1934, created annually by the Judicial Conference of the United States.</p> <p>Disposition: Retain permanently. Retire to the Federal Records Center after 3 years. Transfer to the National Archives 4 years later.</p>	II-NNA-3305, item 3	

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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>Reference Correspondence of the Director and Deputy Director of the Administrative Office.</p> <p>Consist of copies of incoming letters, green tissue copies of all replies and outgoing communications, including those prepared for the signature of these officials, together with followup memoranda of routine explanations maintained merely for reference utility. Official file copies of these records are maintained in the Central File described in item 1.</p> <p>Destroy after 2 years.</p>		DISPOSAL APPROVED
→ 3.	<p>Legal Files.</p> <p>Include minutes of meetings of the Judicial Conference of the United States, agenda items, reports of proceedings, Committee meetings, reports and recommendations, and related correspondence; legislative records, such as copies of House and Senate Bills, draft legislation reports, and related correspondence on matters of legislation directly affecting the functions of the Administrative Office and the judiciary.</p> <p>Retain. Break files every 10 years.</p>		
4.	<p>Audit Files.</p> <p>Consists of all procurement documents relating to audit and payment, exclusive of those maintained in the Central Files described in item 1. The records include: monthly statements of funds in the custody of courts showing the monthly aggregate of funds to the credit of the courts on deposit in depository banks; audit copies of certifications of changes in the judiciary; and accounts of judicial accountable officers.</p> <p>Destroy after 5 years.</p>		DISPOSAL APPROVED
5. A.	<p>Budget Files.</p> <p>File copies of budget estimates and justifications comprising appropriation language sheets, narrative statements, and related schedules and data, including work papers, cost statements and statistical data accumulated in the preparation of annual budget estimates.</p>		