

Read NCO 9 May 80 24

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Administrative Office of the U.S. Courts

2. MAJOR SUBDIVISION  
Judicial Conference of the United States

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Ann Longanbach

5. TEL. EXT.

633-6184

LEAVE BLANK	
JOB NO.	<del>NCO 116-80-1</del>
DATE RECEIVED	5-5-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Withdrawn 7-27-83	
Date	Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4-30-80	D. SIGNATURE OF AGENCY REPRESENTATIVE Rick McBride	E. TITLE Records Management Officer
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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
	<p><del>JUDICIAL CONFERENCE OF THE UNITED STATES</del></p> <p>The Judicial Conference of the United States is the principal governing and policy-making body, on the national level, concerned with the administration and operation of the United States Courts. The Conference consists of the Chief Justice of the United States, the chief judges of the 11 circuits, the Chief Judge of the Court of Claims, the Chief Judge of the Court of Customs and Patent Appeals, and a district judge from each circuit chosen for a term of 3 years by the judges of the circuit at an annual Judicial Conference of the Circuit. Since 1948, at least two sessions a year have been held, the annual meeting in September and a special meeting in March. Special sessions of the Conference may be called by the Chief Justice, as necessary.</p> <p>Title 28 U.S.C., Section 331, provides that the Conference make a comprehensive survey of the condition of business in the U.S. courts, prepare plans for assignment of judges to or from circuits or districts where necessary, and submit suggestions to the various courts in the interest of uniformity and expedition of business. In addition, the Conference passes on the annual budget of the judiciary, makes recommendations to</p>		

## Request for Records Disposition Authority - Continuation

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	<p><del>Congress concerning legislation affecting the Federal judicial system, and decides many matters of policy and practice concerning the administrative and judicial affairs of the courts. The Chief Justice submits to Congress annual reports of the proceedings of the Judicial Conference and its recommendations for legislation.</del></p> <p>The Judicial Conference also carries on a continuous study of the operation and effect of the general rules of practice and procedures in use as prescribed by the Supreme Court for the other courts of the United States. The Conference recommends to the Supreme Court such changes in and additions to those rules as they deem desirable to promote simplicity in procedure, fairness in administration, the just determination of litigation, and the elimination of unjustifiable expense and delay. The Supreme Court either considers, adopts, modifies, or rejects these changes and rules in accordance with law.</p> <p>The Judicial Conference functions largely through nationally organized committees. Judicial Conference Committees include an Executive Committee, permanent Standing Committees with subcommittees thereto, and Special Committees created for a particular purpose. Appointments to these committees are made by the Chief Justice from the Judiciary, law schools and the bar for specified terms. There are committees organized to consider administrative matters, such as salaries, statistics, and budget; on-going judicial business, such as rules of practice and procedure and court administration; and non-recurring business, such as bicentennial activities, standards of admission to practice in Federal courts, and other judicial issues of the day. Each committee meets prior to a session of the Conference to study legislative and other matters which have been referred to it. The Committee's recommendations are presented in the form of a report by the Committee Chairman to the next meeting of the Conference.</p> <p>The various Committee records constitute the bulk of this record series. For the most part, Committee records are maintained by a specific office or division <del>at the Administrative Office of the U.S. Courts.</del></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
1.	<p style="text-align: center;"><del>JUDICIAL CONFERENCE RECORDS</del></p> <p><u>Committee Reports to the Judicial Conference.</u> Reports are widely circulated to the Conference members and other judiciary personnel prior to the Judicial Conference session and then considered by the Conference as a whole. Reports contain items of business and actions of the committee, recommendations for Judicial Conference action, and related exhibits or appendices. Two sets of record copies are maintained at the Administrative Office (Director's Office), one chronologically by date of Judicial Conference session and the other by subject. Records dated 1940 to 1979 fill approximately 260 binders (approx. 250 pg./binder). Reports accumulate at rate of 2 binders per year.</p> <p>Disposition: Permanent. Transfer to Federal Records Center 6 months after Judicial Conference session. Offer to National Archives when 30 years old.</p>		<p><i>Withdrawn</i> <i>7-27-83</i></p>