

Rec'd NCD 1/22/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-116-80-2	
DATE RECEIVED	
June 20, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Signature
8-27-80	James E. O'Heil
	Archivist of the United States

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

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

2 MAJOR SUBDIVISION
Clerks Division

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Ann Longanbach

5 TEL EXT
633-6184

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 2 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 6/10/80	D SIGNATURE OF AGENCY REPRESENTATIVE Rick E. McBride	E TITLE Records Management Officer Chief, Management Services Branch
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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><u>Subject Files.</u> Contain information and correspondence related to budget, administration, personnel, financial, and other administrative matters.</p> <p><u>Disposition:</u> Cut off files annually. Destroy 3 years after files cut-off.</p>		
2.	<p><u>Court Files.</u> Contain routine correspondence, regarding routine procedural information, personnel actions, space, equipment, training, seminars, A.O. policies, and related matters for individual courts within each circuit.</p> <p><u>Disposition:</u> Cut off files annually. Destroy 3 years after files cut-off.</p>		
3.	<p><u>Organizational Records.</u> Record copy of official organization charts, narrative histories, and related records which document the organization and functions of the Clerks Division.</p> <p><u>Disposition:</u> Permanent. Transfer to Federal Records Center when no longer needed for reference. Offer to National Archives when 25 years old. All other copies may be destroyed when superseded or obsolete.</p>		2 items

Copy sent to Agency: (RT) : 8-29-80
NNA, NTS (NCW 9-9-80)

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 2 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
4.	<p><u>Clerks Information and Management Bulletin</u>. File consists of newsletter, which addresses administrative and judicial matters of interest to all Clerks of Court, and related background material.</p> <p>a. Record copy of Bulletin.</p> <p><u>Disposition</u>: Destroy when 5 years old.</p> <p>b. All other copies and background material.</p> <p><u>Disposition</u>: Destroy when 3 years old.</p>		
5.	<p><u>District and Circuit Procedural Manuals</u>. File of reference material from individual courts.</p> <p><u>Disposition</u>: Destroy when superseded, obsolete, or no longer needed for reference.</p>		
6.	<p><u>Local Rules</u>. Reference copy of local rules from individual courts.</p> <p><u>Disposition</u>: Destroy when superseded, obsolete, or no longer needed for reference.</p>		