

Red VCD 1 Jul 80

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Judicial Conference of the United States

2. MAJOR SUBDIVISION

Judicial Conference Committees & Subcommittee

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
July 3, 1980	NC1-116-80-3
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.	
8-27-80 (Date)	James E. O'Neil acting Archivist of the United States

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.

6/26/80
Date

Rick McBride
Rick McBride
(Signature of Agency Representative)

Records Management Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>JUDICIAL CONFERENCE COMMITTEE RECORDS</u></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>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</p>		4 items

Copy sent to agency: K.T.D.: 8-29-80
Copies to HCU, NNF, NNB 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
	<p>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 of the Administrative Office of the U.S. Courts.</p> <p style="text-align: center;"><u>JUDICIAL CONFERENCE COMMITTEE RECORDS</u></p> <p>1. <u>Official committee files.</u></p> <p>Includes agenda, final reports, studies, selected correspondence and memoranda, subcommittee files, and related documents.</p> <p><u>Disposition:</u> Permanent. Transfer to Federal Records Center when 5 years old. Offer to National Archives when 25 years old.</p> <p>2. <u>Minutes of committee meetings.</u></p> <p>These records may be paper documents or recording tapes which are not transcribed. Tapes of meetings which are later transcribed should be retained 3 months after transcription and then re-used.</p> <p><u>Disposition:</u> Permanent. Transfer to Federal Records Center with related Committee files or when no longer needed for reference. Offer to National Archives when 25 years old.</p> <p>3. <u>Committee personnel files.</u></p> <p>Includes individual files for each Committee member with background information and dates of membership.</p> <p><u>Disposition:</u> Dispose six months after appointment has expired.</p> <p>4. <u>All other committee records.</u></p> <p>Includes Committee working papers, drafts, background material, and miscellaneous correspondence.</p> <p><u>Disposition:</u> Destroy 3 years after final action on related study, report, or Committee files.</p>	NC-116-75-1	

115-203

Four copies, including original, to be submitted to the National Archives

NOTE: This job supersedes Job No. NC-116-75-1 in its entirety.

STANDARD FORM 115-A
 Revised July 1974
 Prescribed by General Services
 Administration
 FPMR (41 CFR) 101-11.4