

Rev NCD 85480 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-116-80-4	
DATE RECEIVED	
September 11, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-28-80 Date	<i>[Signature]</i> 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 the U.S. Courts

2 MAJOR SUBDIVISION  
Bankruptcy, CJA, and Probation Divisions

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 1 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 8/21/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Rick McBride</i>	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
1.	<p><u>Field Correspondence Files.</u></p> <p>Files consist of routine correspondence between the Administrative Office of the United States Courts' Bankruptcy Division, Criminal Justice Act Division, and Probation Division and their respective field offices concerning personnel actions, space, equipment, training, seminars, Administrative Office policies and procedures, and other subjects. Files are arranged by circuit or district.</p> <p><u>Disposition:</u> Cut off files annually. Destroy 3 years after files cut-off.</p>		

Closed Out: 10-30-80: K.I.T.D.  
Copies to Agency & NNF