

reversion

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-116-82-1
DATE RECEIVED	June 21, 1983
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-27-83 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
Systems Services Division

3 MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Charles W. Summers

5 TEL EXT
633-6057

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 8 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 <u>June 8, 1983</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Albert R. Love</i>	E. TITLE Chief, Records Management and Printing Br.
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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>U.S. Court of Appeals</u></p> <p>Reflects status and outcome of cases handled by the U.S. Courts of Appeals. Each record contains summary information on the parties, the nature of the suit and judgment, relevant judges and/or magistrates, and appeal results. The information is collected on form JS 34. The records are maintained by court statistical year (July 1-June 30) in three files:</p> <p>Docketed case files, July 1961-June 1970, containing all cases filed during the court year. Terminated case files, July 1961-June 1970, containing all cases closed during the court year. Open and Terminated case files, July 1970 --, containing all cases handled during the court year.</p> <p>The documentation for the docketed and terminated case files, July 1961-June 1970 is incomplete or unavailable and precludes use of the records.</p>		

2 Files

115-107

MASS DATA CHANGE SHEET NOT REQUIRED

Agency,
New, NNF, + NNS sent out 8-3-83 by DMW.

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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>Accumulated Volume: 3 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 40,000 to 50,000 cases annually (1 reel of magnetic tape a year).</p> <p>Disposition:</p> <p>a. Docketed cases, July 1961–June 1970: DESTROY IMMEDIATELY.</p> <p>b. Terminated cases, July 1961–June 1970: DESTROY IMMEDIATELY.</p> <p>c. Open and Terminated cases, July 1970—: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>2. <u>U.S. District Court - Civil Cases</u></p> <p>Reflects status and outcome of civil cases handled by the U.S. District Courts. The records contain information collected on forms JS 5, JS 6, JS 44, and DC 111. Each record contains some or all of the following information: docket number; district; names of plaintiff, defendant and attorneys; cause of action; nature of suit; demands and disposition. The records are maintained by court statistical year (July 1–June 30) in four files:</p> <p>Docketed case files, July 1964–June 1980, containing all cases filed during the court year.</p> <p>Terminated case files, July 1964–June 1980, containing all cases closed during the court year.</p> <p>Open case files, July 1972–June 1980, containing all active (unresolved) cases at end of court year.</p> <p>Master case files, July 1980—, containing all cases handled during the court year.</p> <p>Accumulated Volume: 8 reels of magnetic tape and relevant documentation.</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
3.	<p>Anticipated Volume: 160,000 records per year (1 reel of magnetic tape a year).</p> <p>Disposition:</p> <p>a. Docketed cases, July 1964-June 1980: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>b. Terminated cases, July 1964-June 1980: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>c. Open cases, July 1972-June 1980: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>d. Master cases, July 1980--: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p><u>U.S. District Court - Criminal Cases</u></p> <p>Reflects status and outcome of criminal cases handled by the U.S. District Courts. The records contain information collected on forms AO 256, JS 2, and JS 3. Each record contains some or all of the following information: docket number, names of defendant and attorneys, charges, speedy trial information, pre-indictment action, outcome and post-indictment actions. The records are maintained by court statistical year (July 1-June 30) in six files:</p> <p>Open criminal cases, July 1963-June 1974, containing all active (unresolved) cases at the end of the court year.</p> <p>Docketed criminal cases, July 1963-June 1974, containing all cases filed during the court year.</p> <p>Terminated criminal cases, July 1963-June 1974, containing all cases closed during the court year.</p> <p>Probation cases, July 1963-June 1974, containing all probation cases handled during the court year.</p> <p>Master criminal and probation cases, July 1974--,</p>		

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	<p>containing all criminal and probation cases handled during the court year. Probation records from 1974 to 1978 are incomplete. Speedy trial information, July 1975--, containing Speedy Trial Act information on all cases handled during the court year. The data is maintained in the SARD file and the SSD file.</p> <p>Accumulated Volume: 4 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 35,000 records annually (1 reel of magnetic tape a year).</p> <p>Disposition:</p> <p>a. Open criminal cases, July 1963-June 1974: PERMANENT. Break files annually. Transfer to the National Archives when 10 years old with complete documentation.</p> <p>b. Docketed criminal cases, July 1963-June 1974: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>c. Terminated criminal cases, July 1963-June 1974: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>d. Probation cases, July 1963-June 1974: DISPOSE. Break files annually. Transfer to FARC when 10 years old. Destroy when 40 years old.</p> <p>e. Master criminal and probation cases, July 1974--: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>f. Speedy trial information, July 1975--: DISPOSE. Break files annually. Transfer to FARC when 10 years old. Destroy when 40 years old.</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
4.	<p><u>U.S. District Courts - Trials</u></p> <p>Basic information on every trial (any contested proceeding in which evidence is introduced) conducted within the U.S. District Courts. The information is reported monthly by the clerk of the court. Each record contains docket number, type of case, whether a jury or non-jury trial, date begun, and duration of trial. The records are maintained by court statistical year (July 1-June 30) in two files:</p> <p style="padding-left: 40px;">Trials master file, July 1961-June 1977, and July 1977--</p> <p style="padding-left: 40px;">Trials place of court file, July 1977--</p> <p>Accumulated Volume: 2 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 20,000 records annually (1 reel of magnetic tape annually).</p> <p>Disposition:</p> <p>a. Trials master file; July 1961--: DISPOSE. Break files annually. Transfer to FARC when 10 years old. Destroy when 40 years old.</p> <p>b. Trials place of court file, July 1977--: DISPOSE. Break files annually. Transfer to FARC when 10 years old. Destroy when 40 years old.</p>		
5.	<p><u>U.S. Bankruptcy Court - Old Bankruptcy Law</u></p> <p>Reflects status and outcome of all bankruptcy cases handled by the Bankruptcy Court within the U.S. District Court under the "old" bankruptcy law which was superseded on October 1, 1979. The records contain information collected on forms JS 19, BK 74-A, and BK 74-B. Each record contains some or all of the following information: district, docket number, date filed, judge, type of bankruptcy, occupation, name of debtor, county of residence, and termination action. The records are maintained by court statistical year (July 1-June 30) in three files:</p>		

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	<p>Open cases, July 1967-June 1977, containing all active (unresolved) cases closed during the court year. Records are unreadable and unusable.</p> <p>Terminated cases, July 1967-June 1977, contains all cases closed during the court year. Records are unreadable and unusable.</p> <p>Master file, July 1977—, contains all cases not terminated before June 1977.</p> <p>Accumulated Volume: 3 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: No new cases are being filed under the old law.</p> <p>Disposition:</p> <p>a. Open bankruptcy cases, July 1967-June 1977: DESTROY IMMEDIATELY.</p> <p>b. Terminated bankruptcy cases, July 1967-June 1977: DESTROY IMMEDIATELY.</p> <p>c. Master bankruptcy cases, July 1977—: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>6. <u>U.S. Bankruptcy Court - New Bankruptcy Law</u></p> <p>Reflects all bankruptcy cases handled by the Bankruptcy Court under the "new" bankruptcy law which went into effect October 1, 1979. The records contain information collected on forms JS 22, BC 100, and BC 100A and BC 100B. Each record contains some or all of the following information: district, docket number, date, name of debtor, type of bankruptcy, obligations, decision, fees, payments, and distribution. The records are maintained by court statistical year (July 1-June 30) in three files:</p> <p>Code cases, October 1979— Adversary proceeding cases, October 1979-- Trial cases, October 1979—</p>		

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	<p>Accumulated Volume: 3 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 520,000 cases annually (1 reel of magnetic tape annually).</p> <p>Disposition:</p> <p>a. Code cases, October 1979—: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>b. Adversary proceedings cases, October 1979—: PERMANENT. Break files annually. Transfer to National Archives when 10 years old with complete documentation.</p> <p>c. Trials cases, October 1979—: DISPOSE. Break files annually. Transfer to FARC when 10 years old. Destroy when 40 years old.</p>		
7.	<p><u>U.S. Judicial Branch Biweekly Payroll Master File</u></p> <p>Reflects eight calendar quarters of earnings for unemployment compensation purposes, total earnings and; deductions for the past year covered by the file, and the employee's permanent (normal) earnings, deductions, and other payroll data current as of the end of the pay year covered by the file. Each employee of the U.S. Judicial Branch, paid on a biweekly schedule, is represented in the file by one record.</p> <p>Accumulated Volume: 3 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 1 reel of magnetic tape annually.</p> <p>Disposition: DISPOSE. Break files annually. Destroy when 3 years old.</p>		
8.	<p><u>U.S. Judicial Branch Monthly Payroll Master File</u></p> <p>Reflects eight calendar quarters of earnings for unemployment compensation purposes, total earnings and deductions for the pay year covered by the file, and the</p>		

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	<p>employee's permanent (normal) earnings, deductions, and other payroll data current as of the end of the pay year covered by the file. Each employee of the U.S. Judicial Branch, paid on a monthly schedule, is represented in the file by one record.</p> <p>Accumulated Volume: 3 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 1 reel of magnetic tape annually.</p> <p>Disposition: DISPOSE. Break files annually. Destroy when 3 years old.</p>		
9.	<p><u>U.S. Judicial Branch Biweekly Payroll History File</u></p> <p>Reflects each employee's "pay picture" at the end of each pay period during the pay year covered by the file. Each employee of the U.S. Judicial Branch, paid at least once on a biweekly schedule during the year, is represented in the file by one or more records.</p> <p>Accumulated Volume: 10 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 2 reels of magnetic tape annually.</p> <p>Disposition: DISPOSE. Break files annually. Destroy when 5 years old.</p>		
10.	<p><u>U.S. Judicial Branch Monthly Payroll History File</u></p> <p>Reflects each employee's "pay picture" at the end of each pay period during the pay year covered by the file. Each employee of the U.S. Judicial Branch, paid at least once on a monthly schedule during the year, is represented in the file by one or more records.</p> <p>Accumulated Volume: 5 reels of magnetic tape and relevant documentation.</p> <p>Anticipated Volume: 1 reel of magnetic tape annually.</p> <p>Disposition: DISPOSE. Break files annually. Destroy when 5 years old.</p>		