

1462082

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCl-116-82-2
DATE RECEIVED	July 8, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	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 United States Courts

2 MAJOR SUBDIVISION
Office of the General Counsel

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Dora E. Thomas

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 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 6/30/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Rick McBride</i>	E TITLE Chief, Records Management and Printing 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
	<p>Office of the General Counsel</p> <p>The Office of the General Counsel renders legal advice to all officers and employees of the Federal Judiciary, including the Judicial Conference of the United States, the Administrative Office of the United States Courts, and the Federal Judicial Center. This office acts as legal liaison with the Department of Justice, the Office of Personnel Management, Internal Revenue Service, the Equal Employment Opportunity Commission, and to the agencies both public and private concerned with the laws that affect the Judiciary.</p> <p>1. <u>Legal Files:</u></p> <p>a. <u>Comptroller General.</u> <u>Disposition:</u> Permanent.</p> <p>b. <u>Legal Opinions (Non-precedent).</u> <u>Disposition:</u> Permanent.</p> <p>c. <u>Correspondence.</u></p>		<p>WITHDRAWN</p> <p>WITHDRAWN</p>

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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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
	Disposition: Cut off files annually. Destroy five years after files cut-off.		WITHDRAWN
2.	<u>Legislation:</u> <u>Disposition:</u> Permanent.		WITHDRAWN
3.	<u>Precedent Files:</u> <u>Disposition:</u> Permanent.		WITHDRAWN
4.	<u>General Files:</u> Containing routine correspondence, from prisoners, general public, and routine housekeeping material. <u>Disposition:</u> Cut-off files annually. Destroy 5 years after files cut-off.		WITHDRAWN
5.	<u>Organizational Records:</u> Record copy of official organization charts, narrative histories, and related records which document the organization and functions of the Office of the General Counsel. <u>Disposition:</u> Permanent. Transfer to Federal Archives and 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.		WITHDRAWN