

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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|--|--------------------------------------|
| LEAVE BLANK | |
| JOB NO NC1-116-84-1 | |
| DATE RECEIVED 10-6-83 | |
| NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small> WITHDRAWN | |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 U.S. Courts

2 MAJOR SUBDIVISION

Probation Division

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 4 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 9/29/83 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Albert R. Love</i> | E. TITLE Chief, Records Management & Printing Branch |
|---------------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| 1. | <p align="center"><u>Probation Division</u></p> <p>The Probation Division provides general supervision to the probation system and the pretrial services offices. In assisting the Director in these responsibilities, the Division coordinates the activities of and promulgates policies, directives, and procedures to probation and pretrial services officers. The Division also coordinates closely with other elements of the Administrative Office and with correctional organizations and agencies to enhance operations of the probation system.</p> <p><u>Office Administrative Files.</u></p> <p>Records relating to internal administration or housekeeping activities.</p> <p>Disposition: Cut off files annually. Destroy when 2 years old or when no longer needed, whichever is sooner.</p> | GRS 23 item 1 | WITHDRAW |

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| 2. | <p><u>Transitory Files.</u></p> <p>Papers of short-term interest with no documental or evidential value such as requests for information and letters of transmittal.</p> <p>Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner.</p> | GRS 23 item 4 | |
| 3. | <p><u>Technical Reference Files.</u></p> <p>Copies of documents retained for informational purposes such as periodicals, books, catalogs, and clippings.</p> <p>Disposition: Destroy when obsolete or no longer needed for reference.</p> | GRS 23 item 6 | |
| 4. | <p><u>Field Correspondence Files.</u></p> <p>Files consist of routine correspondence between the Administrative Office of the United States Courts' Probation Division field offices concerning space, equipment, Administrative Office policies and procedures, and other subjects.</p> <p>Disposition: Cut off files annually. Destroy 3 years after files cut-off.</p> | | |
| 5. | <p><u>Drug Aftercare Files.</u></p> <p>Working papers include background and support records such as analysis, notes, drafts, reports, statistical data, and related correspondence.</p> <p>Disposition: Cut off files annually. Destroy 3 years after files cut-off, except that file on which actions are pending shall be brought forward to the next annual year's files for destruction therewith.</p> | | |

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| 6. | <p><u>Resource File for Federal Probation Quarterly.</u></p> <p>Includes drafts of articles, publications, statements, memoranda, and related papers used chiefly as reference material.</p> <p>Disposition: Destroy when obsolete or no longer needed for reference.</p> | | |
| 7. | <p><u>Personnel.</u></p> <p>a. <u>Personnel Correspondence Files.</u></p> <p>Correspondence and other records relating to the general administration of personnel functions.</p> <p>Disposition: Cut off files annually. Destroy when 3 years old.</p> <p>b. <u>Performance Appraisal Records.</u></p> <p>Summary performance appraisal records, including performance appraisals and job elements and supporting documents.</p> <p>Disposition: Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.</p> <p>c. <u>Employment Actions.</u></p> <p>Applications and related records excluding applications relating to employment which are filed in the Official Personnel Folder.</p> <p>Disposition: Destroy upon receipt of OPM inspection report or when 2 years old, whichever is sooner.</p> <p>d. <u>Training Records.</u></p> <p>Correspondence and other records relating to training and employee participation.</p> <p>Disposition: Destroy when 5 years old or when superseded or obsolete, whichever is sooner.</p> | <p>GRS 1 Item 3</p> <p>GRS 1 Item 23</p> <p>GRS 1 Item 15</p> <p>GRS 1 Item 30c</p> | |

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| | <p>e. <u>Grievances.</u></p> <p>Records originating in the review of grievances and appeals raised by employees.</p> <p>Disposition: Destroy 3 years after case is closed.</p> | GRS 31 item 31a | |
| 8. | <p><u>Travel Orders.</u></p> <p>Accountability records relating to travel orders and reimbursement of individuals.</p> <p>Disposition: Destroy 1 year after all entries are cleared.</p> | GRS 9 Item 56 | |
| 9. | <p><u>Legal Opinions.</u></p> <p>Legal opinions rendered by the General Counsel's Office on request by the Probation Division.</p> <p>Disposition: Destroy when superseded by subsequent opinion. Do not transfer to a Federal Archives and Records Center (FARC).</p> | | |
| 10. | <p><u>Organizational Records.</u></p> <p>Records copy of official organizational charts and related records which document the organization and functions of the Probation Division.</p> <p>Accumulated Volume: 10 cubic feet.</p> <p>Anticipated Volume: 1/10 cubic foot per year.</p> <p>Disposition: Permanent. Transfer to a FARC 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> | deviation from GRS 16 Item 13a | |