

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-116-84-2
DATE RECEIVED	10-6-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-12-85 <i>Date</i>	<i>James H. Bunk</i> <i>Archivist of the United States</i>

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
Office of Management Review

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 5 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>9/29/83</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <u>Albert R. Fone</u>	E TITLE Chief, Records Management & 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
1.	<p align="center"><u>Office of Management Review</u></p> <p>The Office of Management Review conducts court-by-court reviews of the management and financial operations of the offices of each Federal court through interviews of court personnel, observation of practices and procedures, and detailed examinations of court records, books, and other documents to determine compliance with statutory and regulatory requirements and sound management practices.</p> <p>This office submits written reports to the judges and other appropriate court officials of each court reviewed, to the appropriate Circuit Council, to the Judicial Conference of the United States as appropriate, and to the Administrative Office and the Federal Judicial Center.</p> <p><u>Office Administrative Files.</u></p> <p>Records relating to internal administration or house-keeping activities.</p> <p align="center">* NCF + NNB</p>		13 items

115-107 *Copies sent to agency + NNF on 8/14/85 CSR*

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner. Do not transfer to a Federal Archives and Records Center (FARC).	GRS 23 item 1	
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. Do not transfer to a FARC.</p>	GRS 23 item 4	
3.	<p><u>Technical Reference Files.</u> Copies of documents retained for informational purposes such as catalogs, periodicals, books, and clippings.</p> <p>Disposition: Destroy when obsolete or when no longer needed for reference purposes. Do not transfer to a FARC.</p>	GRS 23 item 6	
4.	<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: Destroy when 3 years old. Do not transfer to a FARC.</p> <p>b. <u>Performance Appraisal Records.</u></p> <p>All 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. Do not transfer to a FARC.</p>	GRS 1 item 3	

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	<p>c. <u>Employment Applications.</u></p> <p>Applications and related records, excluding applications relating to employment which are filed in the Office Personnel Folder.</p> <p>Disposition: Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, Do not transfer to a FARC.</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. Do not transfer to a FARC.</p> <p>e. <u>Grievances.</u></p> <p>Records originating in the review of grievances and appeals raised by employees (including all records which may be relevant in evaluating and adjudicating grievances, i.e., performance evaluations, edits, workpapers, and all other relevant correspondence).</p> <p>Disposition: Destroy 3 years after case is closed. Do not transfer to a FARC.</p>	<p>GRS1 item 15</p> <p>→ provided the requirements of the Federal Personnel Manual Chapter 333, Section A-4 are observed</p> <p>GRS1 item 30c</p> <p>GRS1 item 31a</p>	<p>CSP CWS 3/24/85</p>
5.	<p><u>Travel Records.</u></p> <p>Accountability records relating to travel orders and reimbursement of individuals.</p> <p>Disposition: Destroy 1 year after all entries are cleared. Do not transfer to a FARC.</p>	<p>GRS9 item 5b</p>	

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6.	<p><u>Legal Opinions.</u></p> <p>Legal opinions rendered by the General Counsel's Office and interpretations thereof by the Program Divisions resulting from OMR inspections.</p> <p>Disposition: Destroy when superseded by subsequent opinion. Do not transfer to a FARC.</p>		
7.	<p><u>Organizational Records.</u></p> <p>Records copy of official organizational charts and related records which document the organization and functions of the Office of Management Review.</p> <p>Accumulated volume: 1 cubic foot.</p> <p>Anticipated volume: 1/4 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>		
8.	<p><u>Report Working Papers.</u></p> <p>Working papers include background and support records such as analysis, notes, drafts, edits, interim reports, statistical data, and related correspondence.</p> <p>Disposition: Dispose of these records when subsequent management review report for court is issued. (Generally in three years for financial reports and six years for management reports.) Do not transfer to a FARC.</p>		
9.	<p><u>Management Review Reports.</u></p> <p>Report of each management or financial review conducted, documenting the findings and recommendations of the reviewers. These reports are</p>		

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	<p>considered closed when the final report is issued.</p> <p>Accumulated Volume: 10 cubic feet.</p> <p>Anticipated Volume: 2 cubic feet per year.</p> <p>Disposition: Permanent. Transfer to a FARC after year of issuance. Offer to National Archives when 25 years old.</p>		