

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

<b>LEAVE BLANK</b>	
JOB NO	NC1-116-84-3
DATE RECEIVED	<del>    </del> 2-13-84
<b>NOTIFICATION TO AGENCY</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
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 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 <u>2/6/84</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Albert R. Lane</u>	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
1.	<p align="center"><u>Office of the General Counsel</u></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><u>Legal Files:</u></p> <p>a. <u>Legal Opinions.</u> Opinions rendered to the Judiciary, the Administrative Office and the Federal Judicial Center affecting the policies and operations.</p> <p>Arrangement of Files: Alphabetical then chronological.</p> <p>Accumulated Volume: 40 cubic feet.</p> <p>Anticipated Volume: 4 cubic feet per year.</p>		<p><b>WITHDRAWN</b></p> <p>↑</p>

*(12 items)*

**Request for Records Disposition Authority – Continuation**

JOB NO

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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>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> <p>b. <u>Legislation.</u> Background and position papers on enacted legislation with future research value.</p> <p>Arrangement of Files: Alphabetical then chronological.</p> <p>Accumulated Volume: 4 cubic feet.</p> <p>Anticipated Volume: 1/8 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> <p>c. <u>Suits.</u> Suits against judicial officers sued in their official capacity.</p> <p>Disposition: Destroy 2 years after the case is closed.</p> <p>d. <u>Claims:</u></p> <p>(1) Administrative settlement of certain claims by employees of the Judicial Branch for personal property lost or damaged incident to their official service.</p> <p>Disposition: Destroy 2 years after case is closed.</p> <p>(2) Administrative claims under the Federal Tort Claims Act.</p> <p>Disposition: Destroy 2 years after case is closed.</p> <p>(3) Suits against Federal employees arising from their operation of motor vehicles in the scope of their employment.</p> <p>Disposition: Destroy 2 years after case is closed.</p>		

## Request for Records Disposition Authority—Continuation

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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) Files concerning garnishment procedures brought against employees of the Judicial Branch.  Disposition: Destroy 2 years after case is closed.		
2.	<u>Office Administrative Files:</u>  Records relating to internal administration or house-keeping activities.  Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.	GRS 23 item 1	
3.	<u>General Files:</u>  Correspondence of short-term interest with no documental or evidential value such as requests for information and transmittal letters.  Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner.	GRS 23 item 4	
4.	<u>Technical Reference Files:</u>  Copies of documents retained for informational purposes such as periodicals, books, catalogs, and clippings.  Disposition: Destroy when obsolete or no longer needed for reference.	GRS 23 item 6	
5.	<u>Personnel Files:</u>		
	a. <u>Personnel Correspondence Files.</u> Correspondence and other records relating to the general administration of personnel functions within the OGC.  Disposition: Destroy when 3 years old.	GRS 1 item 3	
	b. <u>Performance Appraisal Records.</u> Summary performance appraisal records, including performance appraisals and job elements and supporting documents.  Disposition: Destroy 3 years after date of appraisal.	GRS 1 item 234	
	c. <u>Training Records.</u> Correspondence and other records relating to training and employee participation.  Disposition: Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS 1 item 30c	

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 4
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<p><u>Travel Files:</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 5b	
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 the General Counsel.</p> <p>Arrangement of Files: Chronological.</p> <p>Accumulated Volume: 1 cubic foot.</p> <p>Anticipated Volume: 1/8 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>		