

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

NCL-116-84-6

DATE RECEIVED

9-26-84

1 FROM (Agency or establishment)

Administrative Office of the United States Courts

2 MAJOR SUBDIVISION

Office of Library and Legal Research Services

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Dora E. Thomas

5 TELEPHONE EXT

633-6057

DATE

Dec 10, 84

ARCHIVIST OF THE UNITED STATES

[Signature]

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

9/6/84

C. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: Albert R. Love]

D TITLE

Chief, Records Mgmt. & Printing Branch

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARS USE ONLY)

Office of Library and Legal Research Services

The Office of Library and Legal Research Services functions as library consultant for legal resources and as library coordinator for the Federal Judiciary. The office develops the program and manages the nationwide court library system of 76 libraries which provide library and information service to the entire Federal Judiciary.

1. Organizational Records:

Records copy of official organizational charts and related records which documents the organization and functions of the Office of Library and Legal Research Services.

Arrangement of Files: Chronological.

Accumulated Volume: 3 cubic feet.

Anticipated Volume: 1/8 cubic foot per year.

Disposition: Permanent. ~~Transfer to an FARC when no longer needed for reference.~~ Offer to National Archives ^{IN FIVE YEAR BICGS} when 25 years old. All other copies may be destroyed when superseded or obsolete.

*MFP 11/14/84
DES 11/15/84*

MASS NATA CHANGE SHEET NOT REQUIRED

*Sent Agency copy 2/6/85 CLP
NN copy sent, 2/6/85 MFP*