

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NCl-116-85-2

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

DATE RECEIVED
10-05-84

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Administrative Office of the United States Courts

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Charles Summers

633-6057

9-19-85 *Frank B. Burke*

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
9/21/84	<i>Albert R. Love</i>	Chief, Records Management & 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Administrative Services Division</u></p> <p>The Administrative Services Division provides the Federal Judiciary (exclusive of the Supreme Court) with a variety of administrative services which include: procurement and property management; space management; telecommunications; records management; and printing, graphics, and distribution services.</p> <p><u>Property Disposal Case Files</u></p> <p>Case files on disposal of surplus real and related personal property.</p> <p>Disposition: Dispose of 7 years after property is disposed of.</p>	GRS 4 Item 2	
2.	<p><u>Health Unit Records.</u></p> <p>Disposition: Maintain until obsolete or no longer needed. Do not transfer to a Federal Archives and Records Center (FARC).</p> <p>These records include the original Memo of Agreement between the Public Health Service and the Administrative Office of the United States Courts, the original obligating documents, and the court's concurrence with agreement. The total volume of these records is approx. 6 cubic feet.</p>		

(2 items)

At the expiration of the period for comment - September 13, 1985, NIR had received one request for but no comments on Job No. NC1-116-85-2.

Carmelita S. Ryan
CARMELITA S. RYAN

9/16/85

HERITAGE NORTH

3809 BARBARA DRIVE • ANCHORAGE, ALASKA 99503 • (907) 248-1294

September 7, 1985

Mr. Kenneth Rossman, Director
Records Appraisal & Disposition Division
National Archives & Records Administration
Washington, D.C. 20408

Dear Mr. Rossman,

This letter is in response to the proposed records disposition schedules announced in the July 15, 1985 issue of the Federal Register. I support your offices disposition schedules for the following records:

EPA	NCI-412-84-1
TVA	NCI-142-84-9
FDIC	NCI-34-85-2
PBGC	NCI-465-85-2
Dept. of Ag.	NCI-310-85-1
Dept. of State	NCI-59-82-12
U.S. Courts	NCI-116-84-4
	NCI-116-85-2
Dept. of Treasury	NCI-425-85-1

because they would not lend themselves to future historical research and analysis, and, more importantly, because these records do not contribute to American culture change. In essence these are "dead" records.

I recommend disposition changes for the following records:

1. BLM NCI-49-85-4 original diaries should be retained for twenty years as they form a part of the record of agricultural development in the American southwest.

new record retained 28 years. KR

2. BLM NCI-49-85-3 letters of application and recommendations should be kept for at least ten years. These records may be valuable to legal historians in determining patterns of legal and land office hire. *The ^{were} 12 files need 48 year*
3. U.S. NRC NCI-431-83-6 change disposition schedules for each series to twenty years. These records will be valuable for many years, especially since nuclear energy is such a potent topic.
4. Dept. of State NCI-59-85-1 change disposition schedules for each series to twenty years. These records will be of value to diplomatic historians for years to come.

Thank you for this opportunity to comment on the future of some of this nation's historical and "soon to be" historical records.

Sincerely,

Dale Stirling

Dale Stirling
Archivist

DS/sf

National Archives



Washington, DC 20408

Date May 31, 1985

Reply to
Attn of NNFJ

Subject NC1-116-85-2

To NNF

NNFJ agrees with NIR's appraisal recommendations for the proposed schedule for the Administrative Services Division of the Administrative Office of the U.S. Courts.

CLARENCE F. LYONS, JR.
Chief, NNFJ

June 3, 1985

NIR: I concur.

DTGoggin, NNF

22 May 1985

NC1-116-85-2

HW 5/23/85

This proposed schedule covers records of the Administrative Services Division of the Administrative Office of the U.S. Courts. The Division provides the Federal Judiciary (exclusive of the Supreme Court) with a variety of administrative services which include: procurement and property management; space management; telecommunications; records management; and printing, graphics, and distribution services.

Item 1 is covered under GRS 4 Item 2, Property Disposal Case Files, which calls for the submission of an SF 115 to schedule the records for disposal. In this case the AOUSC has determined that the records are disposable 7 years after the property is disposed of. This is in conformity with their own records management procedures.

Item 2 consists of records relating to the establishment of health offices in the various courts. They include the agreement between the AOUSC and the Public Health Service and various obligating documents. After consultation with Charles Summers of the AOUSC we determined that there were no patient medical records in this series so these records would not be affected by the freeze on such material. The records will be maintained until superceded by a new agreement.

I recommend that the AOUSC's dispositions be accepted. Both of these items are facilitative records and the first is covered under the GRS.

I would appreciate NMF's comments on these records dispositions *by 6/21/85.*

David G. Paynter
David G. Paynter



Date September 26, 1984
Reply to Attn of Records Disposition Division (NCD)
Subject Deficiencies in records disposition request
To Mr. Albert R. Love
Chief, Records Management & Printing Branch
Administrative Office of the U.S. Courts
Washington, DC 20544

CONTACT
Debra Leahy
TELEPHONE NUMBER (FTS/COM)
724-1068
NCD CONTROL NUMBER
116-84-2-R

We are returning without action the attached Standard Form 115, Request for Records Disposition Authority, recently submitted by your office. We are unable to process this request because of the following deficiencies (see 41 CFR 101-11.4 and 101-11.5 for requirements)

- Items unchanged from previous authorizations are not marked out
The request lacks adequate justification for deviation(s) from disposition standards prescribed by the General Records Schedules (GRS)
Specific GRS or superseded disposition job citations are missing from Entry 9
The certifying official's signature is missing from Entry 6C
The request lacks microfilming certification
The request does not certify that General Accounting Office concurrence is attached or is unnecessary (Entry 6A)
Machine-readable records relating to textual records described on the SF 115 must also be scheduled. From the information provided, GRS 20 does not appear to schedule these machine-readable records
Items describing series proposed for permanent retention do not include an arrangement statement, the estimated volume of records accumulated annually, and the total volume of records accumulated to date.
The request does not include the date on which permanent records will be offered to the National Archives.
Series descriptions of the following items are inadequate
Item 2. Health Unit Records
Disposition instructions for the following items are incomplete or vague
Other

Please make the necessary changes and resubmit this SF 115 as soon as possible. If you have any questions, please call the contact person listed on the upper right and indicate the NCD control number we have assigned to your request.

Signature of Director, Records Disposition Division

Enclosure



ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

WASHINGTON, D C. 20544

WILLIAM E FOLEY
DIRECTOR

JOSEPH F SPANIOL, JR
DEPUTY DIRECTOR

ROBERT H HARTZELL
CHIEF, ADMINISTRATIVE
SERVICES DIVISION

September 20, 1984

Re: Dwr 9/26/84
Keise

Mr. Raymond A. Mosley
Director, Records Disposition Division
National Archives and Records Service
General Services Administration
Washington, D.C. 20408

Dear Mr. Mosley:

Enclosed for your review are records schedule items for the Administrative Services Division and the Personnel Division of the Administrative Office of the United States Courts. These items are the only items on the schedules for these two Divisions which deviate from the GRS.

Sincerely,

Albert R. Love
Chief, Records Management
and Printing Branch

Enclosures



ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

WASHINGTON, D C. 20544

WILLIAM E FOLEY
DIRECTOR

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CHIEF, ADMINISTRATIVE
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September 20, 1984

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National Archives and Records Service
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