

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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)