

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO NC1-116-85-3	DATE RECEIVED 11-06-84
1 FROM (Agency or establishment) Administrative Office of the United States Courts		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Financial Management Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Charles Summers	5 TELEPHONE EXT 633-6057	DATE Jan 24, 85	ARCHIVIST OF THE UNITED STATES <i>Robert M. W...</i>

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 2 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 11/1/84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Albert R. ...</i>	D TITLE Chief, Records Mgmt. and Printing Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Financial Management Division</u></p> <p>The Financial Management Division provides direction and assistance to the courts concerning all types of financial matters related to court functions and activities.</p> <p><u>Budget Policy Files.</u></p> <p>Records which document agency policy and procedures governing budget administration.</p> <p>Arrangement of Files: Chronological</p> <p>Accumulated Volume: 1 cubic foot.</p> <p>Anticipated Volume: .1 cubic foot per year.</p> <p>Disposition: Permanent. <del>Transfer to a Federal Records Center (FARC) when no longer needed for reference.</del> Offer to National Archives when 25 years old. All other copies may be destroyed when superseded or obsolete.</p> <p>IN 10 YEAR BLOCKS</p>	GRS 5 Item 1	<p>MFP 1/11/85</p> <p>CWS 1/11/85</p> <p><i>idems</i></p>
MASS DATA CHANGE SHEET NOT REQUIRED			

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>Budget Estimates and Justification Files.</u></p> <p>Copies of budget estimates and justifications prepared or consolidated in the Budget Branch, Financial Management Division. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p>Arrangement of Files: Chronological</p> <p>Accumulated Volume: 16 cubic feet.</p> <p>Anticipated Volume: .5 cubic foot per year.</p> <p>Disposition: <del>Permanent. Transfer one record copy of the Congressional Budget Submission to the FARC when no longer needed for reference. Offer to the National Archives when 50 years old. All other copies may be destroyed when superseded or obsolete.</del></p> <p><b>DISPOSE OFFICE COPY WHEN NO LONGER NEEDED FOR REFERENCE.</b></p>	GRS 5 Item 2	
<p><i>MASS DATA CHANGE SHEET NOT REQUIRED</i></p>			

*MFP 1/11/85  
CWS 1/11/85*

*2 items*