

<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 <b>NCL-116-85-6</b>	DATE RECEIVED <b>8-20-85</b>
1 FROM (Agency or establishment) <b>Administrative Office of the United States Courts</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Probation Division</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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Charles Summers</b>	5 TELEPHONE EXT <b>633-6057</b>	DATE <b>3-28-86</b>	ARCHIVIST OF THE UNITED STATES <i>James A. Burke</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 3 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 <b>8/15/85</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles W. Summers</i>	D TITLE <i>for</i> Chief, Records Management 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p align="center"><u>Probation Division</u></p> <p>The Probation Division provides general supervision to the probation system and the pretrial services offices. In assisting the Director in these responsibilities, the Division coordinates the activities of and promulgates policies, directives, and procedures to probation and pretrial services officers. The Division also coordinates closely with other elements of the Administrative Office and with correctional organizations and agencies to enhance operations of the probationsystem.</p> <p>1. <u>Field Correspondence Files.</u></p> <p>Files consist of routine correspondence and field audits by the Probation Division concerning space, equipment, Administrative Office policies and procedures, and other subjects.</p> <p>Disposition: Cut off files annually. Dispose of 3 years after files cut off.</p>		<i>7 items</i>

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>2. <u>Drug Aftercare Files.</u></p> <p>a. <u>Contract Files.</u></p> <p>Duplicate copies of contracts with providers of drug aftercare services. (Record copies of contracts are maintained by the Procurement Branch.)</p> <p>Disposition: Destroy when 3 years old.</p> <p>b. <u>Subject Files.</u></p> <p>Background papers, including support records such as analysis, notes, drafts, reports, statistical data, and related correspondence.</p> <p>Disposition: Cut off files annually. Destroy when no longer needed for reference purposes.</p> <p>3. <u>Legal Opinions.</u></p> <p>Legal questions arise in the course of Division audits of the administrative functions of field offices. On occasion, the Division requests legal opinions of the General Counsel's Office in the course of such audits.</p> <p>Disposition: Destroy when no longer needed for reference purposes.</p> <p>4. <u>Organizational Records.</u></p> <p>Subject files documenting the organization and functions of the Division.</p> <p>Arrangement of Files: Alphabetical, then chronological.</p> <p>Accumulated Volume: 10 cubic feet.</p> <p>Anticipated Volume: 1/10 cubic foot per year.</p> <p>Disposition: Permanent. Offer to the National Archives in 5 year blocks when 25 years old. All duplicate copies may be destroyed.</p>		

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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>5. <u>Resource File for Federal Probation Quarterly.</u></p> <p>Includes drafts of articles, publications, statements, memoranda, and related papers used chiefly as reference material.</p> <p>Disposition: Destroy when no longer needed for reference.</p> <p>6. <u>Federal Probation Quarterly.</u></p> <p>Record copies of the publication, <u>Federal Probation Quarterly.</u></p> <p>Arrangement of Files: Alphabetical, then chronological.</p> <p>Accumulated Volume: 3 cubic feet.</p> <p>Anticipated Volume: 1/5 cubic foot per year.</p> <p>Disposition: Permanent. Offer to the National Archives in 5 year blocks when 10 years old. All duplicate copies may be destroyed.</p>		