

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-116-85-7

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

DATE RECEIVED
8-20-85

1 FROM (Agency or establishment)

Administrative Office of the United States Courts

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Office of the General Counsel

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2-21-86

ARCHIVIST OF THE UNITED STATES

Frank S. Buntz

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 <i>8/15/85</i>	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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ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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 align="center"><u>Office of General Counsel</u></p> <p>The Office of the General Counsel renders legal advice to all officers and employees of the Federal Judiciary, including the Judicial Conference of the United States, the Administrative Office of the United States Courts, and the Federal Judicial Center. This office acts as legal liaison with the Department of Justice, the Office of Personnel Management, Internal Revenue Service, the Equal Employment Opportunity Commission, and to the agencies both public and private concerned with the laws that affect the Judiciary.</p> <p><u>Legal Opinion Subject File.</u></p> <p>a. Legal opinions and support material, arranged by subject, concerning the policies and operations of the Administrative Office and the Federal Judicial Center. Permanent and temporary material are segregated within each file folder.</p> <p>Arrangement of Files: Alphabetical, then chronological.</p> <p>Accumulated Volume: 52 cubic feet.</p> <p>Anticipated Volume: 2 cubic feet per year.</p>		2 items

Request for Records Disposition Authority - Continuation

NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p>Disposition: Review file annually and purge temporary material which is outdated or unneeded. Offer permanent portions of file to National Archives in 5 year blocks when 30 years old.</p> <p><u>Files Documenting Suits.</u></p> <p>a. Files concerning suits brought against judicial officers sued in their official capacity.</p> <p>Disposition: Dispose of 3 years after the case is closed.</p>		