

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0276-2018-0001

Status: APPROVED
Date Approved: 10/31/2024

General Information

Agency or Establishment	Administrative Office of the United States Courts
Record/Scheduling Group	0276 - Records of the United States Courts of Appeals
Records Schedule Applies To	Agency-wide
Schedule Subject	Electronic Case Files-Appellate Case Files applicable to all U.S. Courts of Appeals and Bankruptcy Appellate Panels
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 1
Number of Temporary disposition items: 0
Number of Permanent disposition items: 1
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0276-2018-0001

Item #	Title	Disposition
0001	Electronic Case File Records	Permanent

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Records Schedule Items

DAA-0276-2018-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Electronic Case File Records	
Item Description	Docket-related items such as case indices, docket sheets, briefs and appendices, mandates, opinions, disposition orders, minutes of the court, journals, and order books.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when case closes	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:2 tb	
Approximate first year of records covered by this authority	2006	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/2006 To: --/--/2007	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/31/2024