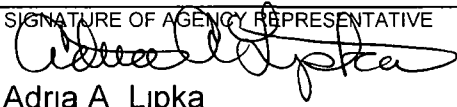


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-276-08-01	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/24/08	
1. FROM (Agency or establishment) Administrative Office of the United States Courts (AOUSC)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION United States Appellate Courts			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Adria A Lipka Judiciary Records Officer	4. TELEPHONE NUMBER 202-502-2278	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN WITHDRAWN
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/20/2008	SIGNATURE OF AGENCY REPRESENTATIVE  Adria A Lipka		TITLE Judiciary Records Officer (202) 502-2278
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	ELECTRONIC RECORD SCHEDULE for the UNITED STATES COURTS OF APPEALS Records created, received, and maintained by the United States Courts of Appeals The attached schedule is submitted for approval and use by the Appellate Courts using the judiciary's CM/ECF system	N1-276-86-01	

Type of Records

Disposition

(7) Case files/submissions, paper or electronic, in the Case Management/Electronic Case Filing (CM/ECF) system (Items 1 through 5)

~~a Case files/submissions – December 2006 and earlier
Case files exist primarily in paper form and will continue to be maintained as paper files~~ Permanent Transfer to NARA when 30 years old

b Case files submissions – January 2007 to present
Case files are being created in both paper and electronic formats. To avoid a "mixed" record series, containing both paper and electronic formats, case files will be retained either as all paper or all electronic

WITHDRAWN

WITHDRAWN

(1) Case files that exist predominately in paper format will be retained and maintained as paper

Permanent Transfer to NARA when 30 years old

(2) Electronic records received or submitted to the court for a predominately paper case file

Print out and destroy/delete the electronic record after the hard copy has been produced and placed in the appropriate paper case file. Follow the approved disposition for paper case files identified elsewhere in this schedule

WITHDRAWN

~~(3) Case files that exist predominately in electronic format will be retained and maintained electronically in CM/ECF~~

~~Permanent Disposition is in accordance with the approved disposition authority identified elsewhere in this schedule~~

WITHDRAWN

~~(4) Paper records received or submitted to the court for a related/predominately electronic case file~~

~~Scan document (convert to electronic format) and upload into CM/ECF. Destroy or return immediately to originator after verification and quality control of contents~~

GRS 20

(8) CM/ECF System
Electronic case files originated and maintained in the judiciary's CM/ECF system

Permanent Transfer to NARA when 30 years old