

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	N1-276 - 09-001
1 FROM (Agency or establishment) Administrative Office of the United States Courts (AOUSC)		Date Received	816109
2 MAJOR SUB DIVISION U S Appellate Courts		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Omar Herran	5 TELEPHONE 202-502-1127	DATE 2011/12/11	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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>3</u> page(s) are not needed now 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, 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 12/12/11	SIGNATURE OF AGENCY REPRESENTATIVE Omar Herran, <i>[Signature]</i>		TITLE Judiciary Records Officer 202-502-1127
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Non-Electronic Appellate Case Files See attached sheet for series and change description	N1-21-86-1 Page 1 Item A1, A2, A3 Page 2 Item A4, A5	

Agenda E-6 (Appendix D)
Court Admin./Case Mgmt.
March 2012

Proposed Appellate Case File Schedule

Records Disposition Schedule 1, Item A

A Non-electronic Appellate Case Files applicable to all U S Courts of Appeals and Bankruptcy Appellate Panels	
1. Case File Records Docket-related items such as case index, docket sheets, briefs and appendices, mandates, opinions, disposition orders, minutes of the court, journals, and order books.	PERMANENT Transfer paper records to NARA in 5-year blocks when the oldest FRC transfer is 20 years old, such as: Prior to 1996 - Transfer in 2011 1996 thru 2000 - Transfer in 2016 2001 thru 2005 - Transfer in 2021 2006 thru 2010 - Transfer in 2026
2 Case Administrative (Correspondence) Files Case correspondence and miscellaneous files relating to attorneys, calendars, filing of papers and other administrative matters of the case, maintained outside the case file	TEMPORARY Dispose 2 years after close of case
3. Sealed Records Those case records which have been sealed by court order while such order is in effect	
a. Records sealed for protection of the defendant under <u>18 U.S.C. § 5308</u> or 21 U.S.C § 844(b) [repealed]	Dispose as directed by the court Do not transfer to an FRC
b. Permanent sealed records	Maintain at the court location in a separate file from the related case file When the order sealing the records is vacated by the court, dispose of in accordance with the pertinent provisions of this schedule for the related case file

(See redlined version next page)