

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NI-276-89-1

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

DATE RECEIVED

12-19-88

1. FROM (Agency or establishment)

U.S. Court of Appeals - Fourth Circuit

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Clerk's Office

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Marilyn Beck or Bill Coleman

5. TELEPHONE EXT.

FTS 925-2213

DATE

7/14/89

ARCHIVIST OF THE UNITED STATES



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 \_\_\_\_\_ 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

6/23/89

C. SIGNATURE OF AGENCY REPRESENTATIVE



John M. Greacen

D. TITLE

Clerk of Court

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 GRS OR SUPERSEDED JOB CITATION	10.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>
1.	<p>Briefs and Appendices, 1984-.</p> <p>a. <u>Revised Disposition:</u> Microfiche in accordance with 36 CFR 1230-14. Transfer silver halide original and one copy (silver, diazo, or vesicular) to the Federal Records Center five years after case is closed, or earlier if the year's series is completed earlier. (Storage conditions will meet the specifications of 36 CFR 1230.20.) Transfer the silver halide original and one copy (silver, diazo, or vesicular) to the National Archives 25 years after case is closed.</p> <p>b. Hard copy (paper) originals: Destroy after verification of microfiche.</p>	<p>Transmittal 181, Item A3</p>	
2.	<p>Case files, 1986-.</p> <p>a. <u>Revised Disposition:</u> Microfiche in accordance with 36 CFR 1230-14. Transfer silver halide original and one copy (silver, diazo, or vesicular) to the Federal Records Center five years after case is closed, or earlier if the year's series is completed earlier. (Storage conditions will meet the specifications of 36 CFR 1230.20.) Transfer the silver halid original and one copy (silver, diazo, or vesicular) to the National Archives 25 years after case is closed.</p> <p>b. Hard copy (paper) originals: Destroy after verification of microfiche.</p>	<p>Item A4</p>	

*Copy sent to agency, NCF, NNA 7/12/89*

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
3.	<p>Annual indices to Items 1 and 2:</p> <p>a. <u>Revised Disposition:</u> Microfiche in accordance with 36 CFR 1230-14. Transfer silver halide original and one copy (silver, diazo, or vesicular) to the Federal Records Center five years after case is closed, or earlier if the year's series is completed earlier. (Storage conditions will meet the specifications of 36 CFR 1230.20.) Transfer the silver halide original and one copy (silver, diazo, or vesicular) to the National Archives 25 years after case is closed.</p> <p>b. Hard copy (paper) originals: Destroy after verification of microfiche.</p> <p>Inspections will be conducted in accordance with 36 CFR 1230.22.</p> <p>(Note: Permanent microforms created by this agency will be stored at the Washington National Records Center.)</p> <p>All changes to this schedule have been approved by:</p> <p> NARA Appraiser</p> <p> AOUSC Records Officer</p>		

July 3, 1989  
Date

June 1, 1989  
Date