

rec. 1/13/00 sn

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-276-99-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 1/13/00	
1 FROM (Agency or establishment) United States Courts of Appeals		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 District of Columbia Circuit			
3 MINOR SUBDIVISION Judicial Conference			
4 NAME OF PERSON WITH WHOM TO CONFER Michael J. Castillo	5 TELEPHONE 202-216-7295	DATE 2-2-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>1</u> 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, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, is not required, is attached, or has been requested			
DATE 12/15/99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael J. Castillo</i>	TITLE Administrative Manager	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

NOTE This schedule provides one-time only disposition authority for the specific records listed which are stored at WNRC This schedule cannot be used to provide continuing disposition authority for records which may be located elsewhere in agency custody

JUDICIAL CONFERENCE COMMITTEE RECORDS

The Judicial Conference of the United States is the principal governing and policy-making body, on the national level, concerned with the administration and operation of the United States Courts The Conference consists of the Chief Justice of the United States, the chief judges of the 11 circuits, the Chief Judge of the Court of Claims, the Chief Judge of the Court of Customs and Patent Appeals, and a district judge from each circuit chosen for a term of 3 years by judges of the circuit at an annual Judicial Conference of the Circuit Since 1948, at least two sessions a year have been held, the annual meeting in September and a special meeting in March Special sessions of the Conference may be called by the Chief Justice, as necessary

The Judicial Conference functions largely through nationally organized committees Judicial

cc: agency, NWMD, NWMC, NWCT

Conference Committees include the Executive Committee, permanent Standing Committees with subcommittees thereto, and Special Committees created for a particular purpose. Appointments to these committees are made by the Chief Justice from the Judiciary, law schools, and the bar for specified terms. There are committees organized to consider administrative matters, such as salaries, statistics, and budget, ongoing judicial business, such as rules of practice and procedure and court administration, and non-recurring business, such as bicentennial activities, standards of admission to practice in Federal courts, and other judicial issues of the day. Each committee meets prior to a session of the Conference to study legislative and other matters which have been referred to it. The Committee's recommendations are presented in the form of a report to the Committee Chairman to the next meeting of the Conference.

Currently, the only NARA holdings relating to the Judicial Conference are part of RG 116, and covered by Job # NCI-116-80-3 items 1-4. The records of RG 116 pertaining to the Judicial Conference consist, as per the disposition instructions, entirely of Official committee files which includes agenda, final reports, studies, selected correspondence and memoranda, subcommittee files, and related documents and minutes of committee meetings. All committee personnel files, as well as working papers, drafts, background material, and miscellaneous correspondence was disposable.

The above information pertaining to RG 116, relates to RG 276 because the records relating to the Judicial Conference in RG 276 are not a duplicate of those in RG 116. Instead, they are a result of the documentation of the U S Court of Appeals for the District of Columbia's presence and work at this Conference. They may add background information to an already existing series in our holdings and trace work performed by U S Court of Appeals for the District of Columbia (and be scheduled as permanent)

Item 1 Judicial Conference Files, 1938-1971

Records consist of committee files and other committee records, including miscellaneous correspondence, working papers, agendas, and memoranda relating to the Judicial Conference. These records document the role of the U S Court of Appeals as a participant in the Judicial Conference, as well as, adding substantive background to an already existing series in RG 116, Records of the Administrative Office of United States Courts. 47 cubic feet

Arrangement: Arranged chronologically by year and thereunder by subject

Disposition: Permanent Transfer to the National Archives and Records Administration in the year 2001

Accession # 276-76-0004