

Rev NCD 7/19/80 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-276-80-1	
DATE RECEIVED 3-31-80	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-6-80 <i>James E. O'Neill</i> Date acting Archivist of the United States	

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

1 FROM (AGENCY OR ESTABLISHMENT)
Federal Judiciary

2 MAJOR SUBDIVISION
U.S. Courts of Appeals, Ct. of Customs & Patent

3 MINOR SUBDIVISION Appeals, & Circuit Judicial Councils
& Conferences

4 NAME OF PERSON WITH WHOM TO CONFER
Ann Longanbach

5. TEL EXT
633-6184

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 3/26/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Rick McBride</i>	E. TITLE Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Records of the U.S. Courts of Appeals, Court of Customs and Patent Appeals, Circuit Judicial Councils, and Circuit Judicial Conferences</u></p> <p>This request for records disposition authority covers the records of the U.S. courts of appeals, Court of Customs and Patent Appeals, circuit judicial councils, and circuit judicial conferences, but excludes the personal files of Federal judges. The attached schedule, as approved by the Judicial Conference of the United States, supersedes all previously approved disposition schedules for these components of the judiciary.</p>		23 items

115-107 Agency copy collected on June 9/80.
Copies to NNB, NUBR, NUG, NNF 6-10-80

RECORDS DISPOSITION PROGRAM FOR THE UNITED STATES
COURTS OF APPEALS, COURT OF CUSTOMS AND PATENT APPEALS,
CIRCUIT JUDICIAL COUNCILS, AND CIRCUIT JUDICIAL CONFERENCES
ESTABLISHED BY THE JUDICIAL CONFERENCE OF THE UNITED STATES
PURSUANT TO 28 U.S.C. 457

I. PROGRAM

- A. Purposes. The purposes of the Records Disposition Program for the United States courts of appeals, Court of Customs and Patent Appeals, circuit judicial councils, and circuit judicial conferences are to ensure: (1) the preservation of records of permanent value; (2) the destruction of records of temporary value as soon as they have served the purposes for which they were created; and (3) the removal of records from office space to less expensive storage facilities, thereby reducing records maintenance costs.
- B. Definition. Records disposition encompasses the systematic disposal of records no longer necessary for the conduct of business by destruction or donation; the retirement of inactive records to inexpensive storage space provided by Federal Archives and Records Centers (FARC's); the transfer of records determined to have sufficient historical or other value to warrant permanent retention to the custody of the National Archives and Records Service (NARS); the microfilming of appropriate records; and the transfer of records from one Federal agency to another.
- C. Authority. This program is established by the Judicial Conference pursuant to 28 U.S.C. 457. The disposition of the records covered in the schedule is to be accomplished in the manner provided in Chapter 33 of Title 44, United States Code.
- D. Basis. This program is based upon policy formulation established by the Judicial Conference of the United States, Federal Property Management Regulations (41 CFR 101-11.4) issued by the General Services Administration, and regulatory and staff guidance provided by the Administrative Office of the United States Courts.
- E. Scope. The attached disposition schedule and implementing procedures cover all records of the United States courts of appeals, Court of Customs and Patent Appeals, circuit judicial councils, and circuit judicial conferences, excluding the personal files of circuit judges and judges of the Court of Customs and Patent Appeals. The schedule for the disposition of records is not intended to supersede any statute pertaining to the retention of specific documents or records. Duplicate records should be disposed of when no longer used or needed for reference.
- F. Responsibility. The clerks of the courts of appeals and the Court of Customs and Patent Appeals are the custodians of the courts' records and are responsible for applying the disposition schedule and complying with other requirements of the records disposition program.
- G. Cancellation. The attached disposition schedule and implementing instructions supersede all previously issued schedules and instructions for the disposition of records of the United States courts of appeals, Court of Customs and Patent Appeals, circuit judicial councils, and circuit judicial conferences.

II. RECORDS DISPOSITION PROCEDURES

A. Definitions.

1. "Current Records" are records currently required for the conduct of the business of the court. These records should be retained at the court as long as necessary.
2. "Permanent Records" are records determined to have historical value and therefore to require permanent archival preservation. Records designated "Disposal Not Authorized" are those determined by the Judicial Conference to require continued preservation for legal or other purposes. No records which are designated either "Permanent" or "Disposal Not Authorized" may be destroyed under any circumstances.
3. "Temporary Records" are all records not classified as "current", "permanent," or "disposal not authorized."

B. Retention and Storage of Permanent and Temporary Records.

1. Permanent Records. Records classified as "Permanent" may be kept at the court, if required, or may be offered to the legal custody of the National Archives and Records Service, with the approval of the court, when the court no longer has administrative or legal need for them. Generally, when such records have become 25 years old, courts have released them to the National Archives and Records Service. Records designated as "Disposal Not Authorized" should be retained at court, if space permits, or sent to the Federal Archives and Records Center for storage there.
2. Temporary Records. Upon completion of a two-year period, temporary records should, at convenient intervals, be transferred to a Federal Archives and Records Center for storage. Temporary records which accumulate in great volume may be sent to records centers after a shorter time period at the court's discretion.

C. Procedures for Transferring Temporary Records to a Federal Archives and Records Center.

1. Documentation. The transfer of temporary court records to a records center requires a court order, which may be a standing order of the court, and a completed transfer document, Standard Form 135, Records Transmittal and Receipt.
2. Packing and Preparing Records for Shipment.
 - a. Before preparing the SF-135, pack records in boxes in the same way they were originally filed (e.g., alphabetical, numerical, chronological, etc.). Do not pack records that have different retention periods in the same box. The standard shipping carton will accommodate both letter and legal size files and, when filled to capacity, will hold one cubic foot of records. Small quantities of records (usually less than ½ cubic foot) should be wrapped in shipping paper or placed in a sealed envelope addressed to the records center. A copy of an SF-135, approved by the records center, must be placed in the first box of the shipment or in the package or envelope.

- b. After the records are boxed, number the boxes sequentially (e.g., 1 of 25, 2 of 25, etc.) for each separate accession in the upper right corner of the front of each box with a black felt marker.
3. Preparation of the SF-135.
 - a. Prepare an original and three copies of the SF-135. Use a continuation sheet, SF-135A, if needed. Retain one copy and forward the original and two copies to the Federal Archives and Records Center to arrive at least 2 weeks (10 workdays) before the desired date of shipment of the records. If a GBL is needed, a written request should be sent to the Administrative Office at the same time the SF-135 is sent to the records center. See Sec. C 5.d and e for further details about methods of shipping records.
 - b. In item 6(h) of the SF-135, cite the applicable judiciary schedule, such as "district court schedule" or "circuit court schedule," etc., and the item number in the schedule. For example, "District Court Schedule, item A4C." If an appropriate disposal authority is not shown, the SF-135 will be returned for completion of the entry.
4. Action by the Records Center.
 - a. The Federal Archives and Records Center will review the SF-135 for completeness and to determine the propriety of the transfer. If the transfer is approved, the records center will assign an accession number in block 6(a), (b), and (c).
 - b. The records center will return two copies of the SF-135 indicating that the records may be transferred.
5. Shipment of Records.
 - a. The shipment of records to the records center should be accomplished as soon as possible after receipt of the annotated copies of the SF-135. A delay in shipment of more than 30 days will result in the return of the SF-135, requiring the resubmission of the required documents.
 - b. Upon receipt of the approved SF-135 from the records center, add the assigned accession number to the upper left corner of the front of each box with a black felt marker. Place one copy of the approved SF-135 in the first box (e.g., 1 of 25) of each accession.
 - c. Boxes must be sealed with pressure sensitive tape, not flap interfolded. On the top of each box indicate the shipper's and addressee's complete address.
 - d. The most economical means available should be used to ship records to the records center. Generally, this means parcel post (U. S. Postal Service) for small shipments and freight by common carrier for large shipments (over 20 boxes). Shipment of records via freight should be made on bills of lading.

- e. To obtain a government bill of lading, send a written request to the Procurement and Property Management Branch, Administrative Services Division, Administrative Office of the United States Courts, Washington, D.C. 20544. State what the bill of lading is to be used for, the number of boxes being transferred, and the addresses of the court and the records center where the records are to be shipped.
 - f. Courts using common carriers should instruct the carrier's dispatcher to call the Operations Branch of the records center 24 hours before delivery. This instruction should be noted on the bill of lading.
6. Retention of SF-135 File Copy.
- a. Upon receipt of the approved SF-135 from the records center, the interim copy of the SF-135 should be thrown away and the second copy returned by the records center should be retained.
 - b. When the records center receives a shipment, the boxes are matched against the copy of the SF-135 submitted with the accession. That copy is then annotated with the final shelf locations in the records center, signed by the Chief of the Operations Branch or his designee, and returned to the court for its files. This is the only receipt the records center will provide for transferred material. This copy should be filed in chronological sequence and retained permanently. The second copy previously returned by the records center should be thrown away.
7. Assistance with Records Transfer Problems.
- a. If a records center declines to accept judiciary records or does not facilitate the retrieval of records, contact the Management Services Branch, Administrative Services Division, Administrative Office of the United States Courts, Washington, D.C. 20544.
 - b. Further information on the transfer of records to records centers is available in the GSA records management handbook titled Federal Archives and Records Centers (NSN-7610-00-298-6904).
8. Availability of Forms and Containers.
- a. Supplies of SF-135 (NSN-7540-00-634-4093), SF-135A (NSN-7540-00-823-7952), Optional Form 11 (NSN-7540-00-682-6423), standard records shipping cartons (NSN-8115-00-117-8344), and "tuck bottom" records shipping cartons (NSN-8115-00-117-8249) may be obtained by submitting a requisition in FEDSTRIP format, using SF 344, to the GSA regional office providing support to the court. Only the June 1976 edition of the SF-135 and SF-135A may be used to transmit records to a records center.
 - b. The containers referred to above will accommodate both letter and legal size files. Courts may request assistance from the Operations Branch of the servicing records center to determine the type of containers needed to store records such as microfiche, bound volumes, magnetic tape, and other odd-sized records.

D. Closed Case Files. The disposition schedule precludes the necessity of identifying individual documents in closed case files to determine different periods of retention of documents in the file. The files may be transferred or otherwise disposed of in their entirety in accordance with the schedule. The following procedure is recommended to facilitate transfer and disposition of closed case files.

1. File closed case files in docket number sequence within the calendar year in which the case is closed. Closed case files in district courts should be separated by type of case (e.g., civil, criminal, and magistrate).

This arrangement creates annual breaks among closed case files and achieves a "closing date" sequence which permits the files to be readily disposed of as permitted by the disposition schedule.

2. Monitoring References to Closed Case Files. Each court should keep closed files for approximately two years, but may extend or reduce this period if the need arises. A steady increase in the number of references to records stored in a records center may indicate the need to keep records at the court for a longer period before transfer to a records center. A steady increase in the volume of records maintained at the court may, without a corresponding increase in references to closed case files, indicate the need to transfer files sooner. The period of retaining closed case files at the court may vary by type of case.

E. Transfer of Records to Another Court. Records transferred to another court for further proceedings become the records of the transferee court and the disposition of those records is the responsibility of that court. A transfer of a case file from one court to another should be clearly indicated on the docket sheet. If records are temporarily loaned to another court, the transfer of associated or related records to a records center should not be made until the loaned records are returned.

F. Disposition of Records After Expiration of Retention Period.

1. Records in custody of records centers. Upon expiration of the retention period specified in the records disposition schedule, the records centers will destroy temporary records in their physical custody in accordance with applicable provisions of law unless:
 - a. Such records are accessioned into the National Archives and Records Service because of historical, research, or other value;
 - b. The courts, at that time, exercise their option to donate temporary records, not accessioned by the National Archives and Records Service and destined for destruction, to a college, university, historical society, or similar organization. The records centers will notify the courts at least 90 days in advance of the date records are to be destroyed. This advance notice will give the courts ample time, should such be their desire, to make the necessary arrangements with a recipient and to provide the records centers with the name and address of the consignee of the donated records.

2. Records in custody of courts. Upon expiration of the retention period for temporary records in its physical custody, the court is authorized to donate them to a college, university, historical society, or similar organization, or destroy them in accordance with the following procedures:
 - a. Records in General. Records should normally be disposed of through the GSA Building Manager in accordance with any paper disposal contract he may have.
 - b. Tape Recordings and Other Sound Recordings. Upon the expiration of the retention period specified in the schedule, reusable sound recording tapes or other materials may be erased and reused.
 - c. Sealed Records. Those records which have been sealed by the court should always be retained by the clerk of the court at the court location. Permission of the court is required to dispose of any sealed records.
- G. Disposition of Non-paper Records. The disposition provisions of the schedule apply to the official record copy of the document to be retained, regardless of whether its physical form is paper, microfilm, or some other storage media.

III. RETRIEVAL OF RECORDS FROM A RECORDS CENTER

Any court record retrieved from a records center is considered on loan from that records center. The procedure for retrieving records from the records center is as follows:

- A. Requesting a Record. The person requesting access to a record must specify the record desired by completing Optional Form 11, Reference Request - Federal Records Centers, which is to be forwarded to the records center.
- B. Returning a Record. When the record is no longer needed, the court should return it to the records center for reinsertion under the original accession number.

IV. UNLAWFUL REMOVAL OR DESTRUCTION OF RECORDS °

- A. Protection of Records. Each court should take the necessary steps to preserve its records against unauthorized destruction or loss and should protect them against damage by fire, water, or other causes.
- B. Alienation of Records. Court records which have been lost or destroyed in an unlawful manner are considered to have been alienated outside the scope of the authorization provided by the attached schedule. Each court is required by the provisions of 28 U.S.C. § 1734 and § 1735 to make efforts to reconstitute the records necessary to protect the rights of the United States and of any interested party not at fault who makes application.
- C. Report to GSA. If records are unlawfully destroyed or removed, the clerk of the court should file a report with the Administrator of GSA in accordance with 44 U.S.C. § 3106, which provides as follows:

§ 3106. Unlawful Removal, Destruction or Records

The head of each Federal agency shall notify the Administrator of General Services of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from another Federal agency whose records have been transferred to his legal custody.

- D. Penalties. The penalties for the unlawful destruction of records, provided for by 18 U.S.C. § 2071, are as follows:

§ 2071. Concealment, removal, or mutilation generally.

(a) Whoever willfully and unlawfully conceals, removes, mutilates, obliterates, or destroys, or attempts to do so, or with intent to do so takes and carries away any records, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000 or imprisoned not more than three years, or both.

(b) Whoever, having the custody of any such record, proceeding, map, book, document, paper, or other thing, willfully and unlawfully, conceals, removes, mutilates, obliterates, falsifies, or destroys the same, shall be fined not more than \$2,000 or imprisoned not more than three years, or both; and shall forfeit his office and be disqualified from holding any office under the United States.

V. ANNUAL REPORTS

A. Report on Court Records of Potential Historical Significance.

1. Basis. The Judicial Conference has decided that, beginning in 1980, the judiciary should annually advise the National Archives and Records Service (NARS) what court records are of historical significance. Through this annual report, such records may be accessioned into the Archives instead of destroyed at the end of the retention periods set forth in the records disposition schedules.
2. Archives History Committee. The Chief Judge of each circuit should appoint a committee of qualified court personnel to advise NARS of the potentially historical court records recognized in that calendar year. This Archives History Committee will annually review cases closed in the preceding year within the circuit and will compile information on historical records from each court in the circuit. Since judges and clerks are most qualified to initially select potentially significant cases, the committee may wish to request from all the judges and clerks in the circuit information about those cases which meet the archival retention criteria. Subsequently, the committee could review this information and determine those cases to be reported to the Archives. Depending on local preference, the court may wish to invite a NARS representative from the regional archives branch of the Federal Archives and Records Center to work with the Circuit Archives History Committee.

3. Selection Criteria. The National Archives and Records Service will select records of historical significance prior to 1980 according to broad categories designated solely by NARS. Effective January 1, 1980, case files will be selected and recommended for permanent archival retention by the Archives History Committee of each circuit.

According to the National Archives and Records Service, case files should be selected for permanent archival retention if they meet one or both of the following criteria for significance:

- a. The case is significant in terms of constitutional issues or its legal impact on statutes, institutions, law enforcement policies, or other governmental processes.
 - b. The case is significant in terms of intensity of public interest, expressed by (1) a high degree of national media attention, or (2) a demonstrated interest of a congressional committee or the Executive Office of the President.
4. Submission of Report. This report should be compiled and sent once a year to the appropriate regional Federal Archives and Records Centers (FARC's) which service the records of the appellate, district, and bankruptcy courts in the circuit. Reports may be sent to more than one FARC, since individual courts in the same circuit may deal with different FARC's.
 5. Segregation of Historical Records. Based on the report sent to the FARC, each clerk of court should identify the files for those cases designated historically significant and, if possible, segregate them from disposable case files at the time of their retirement to a records center.

B. Annual Summary of Records Holdings.

1. Basis. The Administrative Office must furnish the Archivist of the United States with a consolidated annual report of the volume of records held by elements of the Federal Judiciary as of September 30, and the volume of records destroyed during the past fiscal year. In order to provide this information to the Archives, it is necessary that the courts provide the Management Services Branch with data concerning their records on AO Form 276, Annual Summary of Records Holdings.
2. Preparing Form AO 276. A copy of Form AO 276 will be sent once a year to all concerned court personnel during the month of September. Indicate on Form AO 276 the number of cubic feet of records the court has disposed of during the past fiscal year, and the volume of records on hand as of September 30, and submit it to the Management Services Branch within ten days after that date. If the court has records at more than one location, submit one report only and show the total number of cubic feet at all locations. A breakdown as to location is not required.

3. Definitions.

- a. The term "records on hand" refers to the record material within the custody of the court, which has not been transferred to a Federal Archives and Records Center.
- b. The term "record material" includes case files, dockets, indices, case index cards, etc., and administrative records originating in the office which are evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the office or are preserved because of the information value of the data in them. Library material made or acquired and preserved solely for reference should not be included. Record material includes paper documents, machine readable magnetic tape, computer data storage, and roll microfilm.

SCHEDULE FOR THE DISPOSITION OF THE RECORDS OF UNITED STATES
COURTS OF APPEALS, COURT OF CUSTOMS AND PATENT APPEALS,
CIRCUIT JUDICIAL COUNCILS AND CIRCUIT JUDICIAL CONFERENCES

INTRODUCTION:

This schedule for the disposition of the records of the United States courts of appeals, Court of Customs and Patent Appeals, circuit judicial councils, and circuit judicial conferences has been established by the Judicial Conference of the United States. This schedule is mandatory. It is intended to apply to all existing records of these courts, councils, and conferences, except the personal files of circuit judges. It does not supersede any provision of law requiring the retention of a document or record for a specified period. To the extent that the retention periods specified in this schedule vary from any statutory provision, the longer period of retention, whether in the statute or in the schedule, shall apply.

Records of historical value are designated "Permanent" in this schedule, generally at the request of the National Archives and Records Service. Such records normally are offered for transfer to the legal custody of the National Archives and Records Service when 25 years old, but may be transferred earlier if the court no longer has administrative or legal need for them. Records designated "Disposal Not Authorized" in this schedule are those determined by the Judicial Conference of the United States to require continued preservation for legal or other purposes. Records designated "Permanent" and "Disposal Not Authorized" may not be destroyed or alienated from Federal custody under any circumstances. The National Archives and Records Service will select historical records from the old case files in the records centers and its personnel may wish to consult with the courts as to the disposition of the old records.

DISPOSITION SCHEDULE

<u>Type of Record</u>	<u>Period of Retention</u>
<u>A. Case Records</u>	
1. Case index	Disposal Not Authorized
2. Docket sheets	Permanent
3. Briefs and appendices - 2 copies	Permanent
4. Case file, mandate, opinions and dispositive orders	Permanent
5. Case correspondence files containing transmittals and miscellaneous correspondence relating to attorneys, calendar, filing of papers, and other administrative matters of the case, if maintained outside the case file.	Dispose 2 years after case closing
6. Minutes of the court, journals, or order books, if any.	Permanent
<u>B. Case-Associated Records</u>	
1. Calendars	Dispose 1 year after calendar period

<u>Type of Record</u>	<u>Period of Retention</u>
2. Attorney admission records	
a. Rolls of attorneys admitted to practice	Disposal Not Authorized
b. Records relative to disciplinary actions	Disposal Not Authorized
c. Other records, including applications and certificates	Dispose when 5 years old
3. Staff attorney records relating to cases	Dispose of as directed by the court
C. <u>Administrative Records</u>	
1. Judicial Council of the Circuit	
a. Minutes, final reports, and other documents relating to council action	Permanent
b. All other council records	Dispose when 5 years old
2. Judicial Conference of the Circuit	
a. Formal action and minutes, if any	Disposal Not Authorized
b. All other records	Dispose when 5 years old
3. Judicial assignments and designations to and from the courts of appeals	Disposal Not Authorized (28 USC 295)
4. Personnel	
a. Leave slips	Dispose when 1 year old
b. Leave charts and records	Dispose 3 years after date of record
c. Working files for court personnel	Dispose 1 year after separation of employee
5. Financial records	Dispose 7 years after date of final transaction
6. Personal property records, including documents relating to acquisition and disposition of personal property	Dispose 7 years after date of final transaction
7. Records Transmittal and Receipt (SF 135)	Disposal Not Authorized
8. General correspondence files, including all other administrative records	Dispose 5 years after close of file

Note: The Archivist of the United States retains the authority to accession as part of the National Archives of the United States any records having historical or other value upon the expiration of the retention period specified in this schedule. See Chapter 33 of Title 44, United States Code. The recommendations of the Circuit Archives History Committees are advisory only and are not binding on the National Archives and Records Service.

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SCHEDULE FOR THE DISPOSITION OF THE RECORDS OF THE UNITED STATES
COURTS OF APPEALS, COURT OF CUSTOMS AND PATENT APPEALS,
CIRCUIT JUDICIAL COUNCILS, AND CIRCUIT JUDICIAL CONFERENCES

Introduction:

This schedule for the disposition of the records of the United States courts of appeals, Court of Customs and Patent Appeals, circuit judicial councils, and circuit judicial conferences has been established by the Judicial Conference of the United States. This schedule is mandatory. It is intended to apply to all existing records of these courts, councils, and conferences, except the personal files of circuit judges. It does not supersede any provision of law requiring the retention of a document or record for a specified period. To the extent that the retention periods specified in this schedule vary from any statutory provision, the longer period of retention, whether in the statute or in the schedule, shall apply.

Records of historical value are designated "Permanent" in this schedule, generally at the request of the National Archives and Records Service. Such records normally are offered for transfer to the legal custody of the National Archives and Records Service when 25 years old, but may be transferred earlier if the court no longer has administrative or legal need for them. Records designated "Disposal Not Authorized" in this schedule are those determined by the Judicial Conference of the United States to require continued preservation for legal or other purposes. Records designated "Permanent" and "Disposal Not Authorized" may not be destroyed or alienated from Federal custody under any circumstances. The National Archives and Records Service will select historical records from the old case files in the records centers and its personnel may wish to consult with the courts as to the disposition of the old records.

DISPOSITION SCHEDULE

<u>Type of Record</u>	<u>Disposition</u>
A. <u>Case Records</u>	Permanent*
1. Case index	Disposal Not Authorized
2. Docket sheets	Permanent
3. Briefs and appendices *	Permanent
4. Case file, mandate, opinions, and disposi- tive orders	Permanent
5. Case correspondence files containing	Dispose 2 years after case closing

*Changes in disposition schedule authorized by Joseph F. Spaniol, Jr., per letter of May 8, 1980.

<u>Type of Record</u>	<u>Disposition</u>
transmittals and miscellaneous correspondence relating to attorneys, calendar, filing of papers, and other administrative matters of the case, if maintained outside the case file	
6. Minutes of the court, journals, or order books if any	Permanent
 B. <u>Case-Associated Records</u>	
1. Calendars	Dispose 1 year after calendar period
2. Attorney admission records	
a. Rolls of attorneys admitted to practice	Disposal Not Authorized
b. Records relative to disciplinary actions	Disposal Not Authorized
c. Other records, including applications and certificates	Dispose when 5 years old
3. Staff attorney records relating to cases	Dispose of as directed by the court
 C. <u>Administrative Records</u>	
1. Judicial Council of the Circuit	
a. Minutes, final reports, and other documents relating to council action	Permanent
b. All other council records	Dispose when 5 years old

<u>Type of Record</u>	<u>Disposition</u>
2. Judicial Conference of the Circuit	
a. Formal action and minutes, if any	Disposal Not Authorized
b. All other records	Dispose when 5 years old
3. Judicial assignments and designations to and from the courts of appeals	Disposal Not Authorized (28 USC 295)
4. Personnel	
a. Leave slips	Dispose when 1 year old
b. Leave charts and records	Dispose 3 years after date of record
c. Working files for court personnel	Dispose 1 year after separation of employee
5. Financial records	Dispose 7 years after date of final transaction
6. Personal property records, including documents related to acquisition and disposition of personal property	Dispose 7 years after date of final transaction
7. Records Transmittal and Receipt (SF 135)	Disposal Not Authorized
8. General correspondence files, including all other administrative records	Dispose 5 years after close of file

NOTE: The Archivist of the United States retains the authority to accession as part of the National Archives of the United States any records having historical or other value upon the expiration of the retention period specified in this schedule. See Chapter 33 of Title 44, United States Code. The recommendations of the circuit Archives History Committees are advisory only and are not binding on the National Archives and Records Service.