

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Federal Judiciary**

2. MAJOR SUBDIVISION  
**U.S. Circuit, District, Bkcy., & other Federal Courts**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Charles Summers**

5. TEL. EXT.  
**633-6057**

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JOB NO	NCL-21-83-1 NCL-123-83-1 <del>NCL-276-83-1</del> <del>NCL-321-83-1</del>
DATE RECEIVED	10-13-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-21-82 <i>Date</i>	<i>Robert M. Jones</i> <i>Archivist of the United States</i>

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 20 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 <b>Oct 4 1982</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Albert R. Love</i>	E. TITLE <b>Records Management Officer</b>
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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 Federal Courts</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, Temporary Emergency Court of Appeals, U. S. and territorial district courts, Court of Claims, Court of International Trade, United States Claims Court, Special Court, Regional Rail Reorganization Act of 1973, U. S. bankruptcy courts, circuit judicial councils, and circuit judicial conferences but excludes the personal files of Federal judges and the records of Federal public defenders. The attached schedules, as approved by the Judicial Conference of the United States, supersede all previously approved disposition schedules.</p>		

115-107 *Closed out: 10/25/82:cm*  
*Copies to Agency, NNF, NNBR & NNB*

*original* SF 115 is attached to Disposition Job NCI-21-83-1.

NCI-276-83-1  
24 items

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

Introduction:

This schedule covers the disposition of the records of the United States courts of appeals, Court of Customs and Patent Appeals, Temporary Emergency Court of Appeals, circuit judicial councils, and circuit judicial conferences. This schedule has been established by the Judicial Conference of the United States and is mandatory. It applies to all existing records of these courts, councils, and conferences, except the personal files of 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.

The National Archives will obtain the approval of the courts prior to the disposal of records previously transferred which are no longer considered to have historical value.

DISPOSITION SCHEDULE

<u>Type of Record</u>	<u>Disposition</u>
A. <u>Case Records</u>	
1. Case index.	Permanent.
2. Docket sheets.	Permanent.
3. Briefs and appendices.	Permanent.

<u>Type of Record</u>	<u>Disposition</u>
4. Case files, 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 unless otherwise needed.
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.

<u>Type of Record</u>	<u>Disposition</u>
3. Staff attorney records relating to cases.	Dispose as directed by 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 actions 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.

<u>Type of Record</u>	<u>Disposition</u>
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 correspondence.
9. Records of Special Prosecutors Appointed by a Court of Appeals. (28 U.S.C. §593).	Permanent.

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 21 of Title 44, United States Code.