

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	N1-482-11-1
1. FROM (Agency or establishment) Administrative Office of the United States Courts (AOUSC)		Date Received	12/12/11
2. MAJOR SUB DIVISION Judicial Panel on Multidistrict Litigation		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 12/12/11	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>5</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 GRS OR SUPERSEDED JOB CITATION	10.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)
19	Judicial Panel on Multidistrict Litigation (JPML) Case Files and Related Materials See attached sheet for series and change description	NC-174-170 Item 1-6	

Proposed Judicial Panel on Multidistrict Litigation (JPML) Schedule

Records Disposition Schedule 2: item A(19)

<p>(19) The Judicial Panel on Multidistrict Litigation (JPML). The JPML was established in 1968 under 28 U.S.C., 1407, which authorizes the Panel to transfer civil actions involving one or more common questions of fact in different districts to a single district for coordinated or consolidated pretrial proceedings. Also, under 28 U.S.C., 2112, the Panel is authorized to consolidate multi-circuit petitions for review in a single circuit.</p>	
<p>a. JPML Case Files and Related Materials</p>	
<p>1. JPML case files. Case files related to motions for coordinated/consolidated pretrial proceedings regarding two or more civil actions filed in different judicial districts and concerned with one or more common questions of fact. The files include official pleadings, correspondence, orders of the JPML, transcripts, and other required documentation related to JPML hearings.</p>	<p>Temporary. Cut off case file at the end of the calendar year when case is closed. Destroy 15 years after the cutoff year.</p> <p><i>Superseded NC-174-170 Item 6</i></p>
<p>2. Docket Sheets.</p>	<p>Permanent. Transfer to NARA 20 years after close of case.</p> <p><i>Superseded NC-174-170 Item 1</i></p>
<p>3. Historically significant JPML case files. Any JPML case file determined by the Clerk of the Panel for the JPML, or by NARA, to have historical value.</p>	<p>Permanent. Cut off case file at the end of the calendar year when closed. Transfer to NARA 20 years after the cutoff year.</p>
<p>4. Sealed Records. Copies of sealed materials originally received by the district courts and also provided to the JPML for temporary use and reference purposes.</p>	<p>Temporary. Destroy, or return to the district court, when no longer needed for reference purposes.</p>

<p>5. Orders Files. Duplicate judges orders, where the official record copy is filed with the corresponding JPML case file. This separate paper collection was used for reference purposes and contains materials from 1967 through 2010, organized by year and month of issuance. It is a closed series. JPML staff no longer use or require these reference files.</p>	<p>Temporary. The records are available for immediate destruction.</p>
<p>b. JPML Administrative and Operational Files</p>	
<p>1. General inquiries, handled by Panel Executive or Clerk of the Panel, regarding procedures, class actions, and multi-district litigation in general. Consist mostly of responses to prison inmates, and/or members of the public (pro se litigants), whose inquiries are outside the scope, procedures, and/or jurisdiction of the JPML.</p>	<p>Temporary. Cut off at the end of the calendar year when the response to the inquiry was issued. Destroy 1 year after cutoff, or when no longer needed for reference purposes, whichever is later.</p> <p><i>supersedes NC-174-170 Item 4</i></p>
<p>2. General procurement and financial files, including related correspondence regarding the acquisition of goods and services required by the JPML.</p>	<p>Temporary. Cut off at the end of the fiscal year. Destroy 7 years after the cutoff year.</p>
<p>3. Attorney bench memoranda. Internal attorney work products, including background and case analyses and recommendations for the dispensation of JPML petitions.</p>	<p>Temporary. Destroy 3 years after issuance, or when no longer needed for reference purposes, whichever is later.</p>
<p>4. JPML (Transferee) Judges' conference content files. Planning documents, itineraries, travel information, hotel, air and ground transportation, and other logistical materials created for the annual JPML Transferee Judges' Conference.</p>	<p>Temporary. Destroy 2 years after issuance, or when no longer needed for reference purposes, whichever is later.</p>

<p>5. Panel Hearing Correspondence Files. Schedules and agenda for the hearing sessions, copies of orders, notices of presentation of waiver of oral argument, and correspondence regarding the security coverage for the panel.</p>	<p>Temporary. Destroy 2 years after issuance, or when no longer needed for reference purposes, whichever is later.</p>
<p>6. Rules, Policies, and Procedures. Records and documentation describing JPML's local rules and internal policies and procedures.</p>	<p>Permanent. Transfer to NARA when superseded or no longer needed for reference purposes.</p>
<p>7. Master Docket Reading Files. Reference copies of letters, memoranda, publications, and other JPML documents which are maintained on-site as a reading file.</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p>