

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0516-2015-0003

Request for Records Disposition Authority

Records Schedule Number DAA-0516-2015-0003
Schedule Status Returned Without Action

Agency or Establishment Federal Judicial Center
Record Group / Scheduling Group Records of the Federal Judicial Center
Records Schedule applies to Agency-wide
Schedule Subject Records of the Federal Judicial Center
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	42

GAO Approval

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Outline of Records Schedule Items for DAA-0516-2015-0003

Sequence Number	
1	Office of the Director and the Deputy Director
1.1	Board Materials
1.1.1	Meeting Minutes Disposition Authority Number: DAA-0516-2015-0003-0001
1.1.2	Coorespondence Disposition Authority Number: DAA-0516-2015-0003-0002
1.2	FJC Foundation Materials Disposition Authority Number: DAA-0516-2015-0003-0003
1.3	Directors' Files Disposition Authority Number: DAA-0516-2015-0003-0004
1.4	Welcome letters Disposition Authority Number: DAA-0516-2015-0003-0005
1.5	Budget Files Disposition Authority Number: DAA-0516-2015-0003-0006
2	Education Division
2.1	Media Operations and Production Groups
2.1.1	Video Support Records
2.1.1.1	Participant Release Forms Disposition Authority Number: DAA-0516-2015-0003-0007
2.1.1.2	Script Records Disposition Authority Number: DAA-0516-2015-0003-0008
2.1.2	Audio Records Disposition Authority Number: DAA-0516-2015-0003-0009
2.1.3	Inventory Databases Disposition Authority Number: DAA-0516-2015-0003-0010
2.1.4	Photographs Disposition Authority Number: DAA-0516-2015-0003-0011
2.2	Program Records
2.2.1	Agendas and Program Descriptions Disposition Authority Number: DAA-0516-2015-0003-0012
2.2.2	Program Materials Disposition Authority Number: DAA-0516-2015-0003-0013
2.2.3	Program Support Materials Disposition Authority Number: DAA-0516-2015-0003-0014

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- 2.3 Orientation Videos
Disposition Authority Number: DAA-0516-2015-0003-0015
- 2.4 CLE Accreditation Files
Disposition Authority Number: DAA-0516-2015-0003-0016
- 2.5 Authorization of Project Expenditures Files
Disposition Authority Number: DAA-0516-2015-0003-0017
- 2.6 Education Advisory Committee Records
Disposition Authority Number: DAA-0516-2015-0003-0018
- 2.7 Hotel Contracts
Disposition Authority Number: DAA-0516-2015-0003-0019
- 3 International Judicial Relations Office
 - 3.1 Visiting Foreign Judicial Fellows Program Records
Disposition Authority Number: DAA-0516-2015-0003-0020
 - 3.2 Briefing Records
Disposition Authority Number: DAA-0516-2015-0003-0021
 - 3.3 Databases of Visitors
Disposition Authority Number: DAA-0516-2015-0003-0022
 - 3.4 Translated Materials
Disposition Authority Number: DAA-0516-2015-0003-0023
 - 3.5 International Technical Assistance Files
Disposition Authority Number: DAA-0516-2015-0003-0024
 - 3.6 Publication Support Files
Disposition Authority Number: DAA-0516-2015-0003-0025
- 4 Editorial and Information Services Division
 - 4.1 Publications
Disposition Authority Number: DAA-0516-2015-0003-0026
 - 4.2 Publication Support Files
Disposition Authority Number: DAA-0516-2015-0003-0027
 - 4.3 Photographic Negatives
Disposition Authority Number: DAA-0516-2015-0003-0028
 - 4.4 Catalog and Database Files
Disposition Authority Number: DAA-0516-2015-0003-0029
 - 4.5 Library Services Files
Disposition Authority Number: DAA-0516-2015-0003-0030
- 5 Research Division
 - 5.1 Research Project Files
 - 5.1.1 Final Reports

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	Disposition Authority Number: DAA-0516-2015-0003-0031
5.1.2	Supporting Documentation Disposition Authority Number: DAA-0516-2015-0003-0032
5.2	Integrated Database Files Disposition Authority Number: DAA-0516-2015-0003-0033
5.3	Electronic Web Resources Disposition Authority Number: DAA-0516-2015-0003-0034
6	History Office
6.1	Oral History Files
6.1.1	Transcripts Disposition Authority Number: DAA-0516-2015-0003-0035
6.1.2	Audio Records Disposition Authority Number: DAA-0516-2015-0003-0036
6.2	Biographical Questionnaire Files
6.2.1	Questionnaires Disposition Authority Number: DAA-0516-2015-0003-0037
6.2.2	Directory Database Disposition Authority Number: DAA-0516-2015-0003-0038
6.3	History Education Files
6.3.1	Administrative Files Disposition Authority Number: DAA-0516-2015-0003-0039
6.3.2	Educational Materials Disposition Authority Number: DAA-0516-2015-0003-0040
6.3.3	Program Agendas & Descriptions Disposition Authority Number: DAA-0516-2015-0003-0041
6.4	Publication Support Files Disposition Authority Number: DAA-0516-2015-0003-0042

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0516-2015-0003

Records Schedule Items

Sequence Number	
1	Office of the Director and the Deputy Director
1.1	Board Materials The FJC Board is composed of the Chief Justice of the United States and representatives of the federal courts and the Administrative Offices of the U.S. Courts. The FJC Board meets regularly to report, review, and discuss major FJC plans, projects, and policies.
1.1.1	Meeting Minutes Disposition Authority Number DAA-0516-2015-0003-0001 Meeting Minutes dating back to the first meeting in 1968 have been digitized. The meetings cover a range of topics including personnel actions, updates on FJC projects and programs in progress, and spending plans. Each set of meeting minutes includes the names and titles of the board members in attendance. Arranged chronologically and divided by decade. Final Disposition Permanent Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No Disposition Instruction Cutoff Instruction Cut off by decade Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks 50 year(s) after cut off Additional Information First year of records accumulation 1968 What will be the date span of the initial transfer of records to the National Archives? From 1968 To 1979 How frequently will your agency transfer these records to the National Archives? Every 10 Years
1.1.2	Coorespondence

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Records Schedule: DAA-0516-2015-0003

Disposition Authority Number DAA-0516-2015-0003-0002

Communications between board members regarding the scheduling and coordination of board meetings, excluding correspondence collected in Directors' Files.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off annually

Retention Period Destroy 10 year(s) after cut off

Additional Information

GAO Approval Not Required

1.2

FJC Foundation Materials

Disposition Authority Number DAA-0516-2015-0003-0003

Congress created the Federal Judicial Center Foundation in 1990 to receive gifts to support the work of the FJC. Congress has specified that gifts to the Foundation are to be treated, for tax purposes, as gifts to the United States government. Gifts to the Foundation have come from eleemosynary institutions, judges, lawyers, and others. The FJC Foundation Materials include documentation for every donation, including contracts, approval documents, and ballots from foundation board members' votes.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 20 year(s) after cut off

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1.3	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 1990 To 1995
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
	Directors' Files	
	Disposition Authority Number	DAA-0516-2015-0003-0004
	Correspondence or memoranda signed and approved by the Director or Deputy Director that prescribe major policies or show interaction with outside agencies.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-516-92-2/B/1 N1-516-92-2/B/3
	Disposition Instruction	
	Cutoff Instruction	Cut off annually
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 20 year(s) after cut off	
1.4	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Dependent upon date of last transfer of Subject Files under legacy schedule
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
	Welcome letters	
	Disposition Authority Number	DAA-0516-2015-0003-0005

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1.5

Letters signed by the director and/or deputy director welcoming each new Magistrate, District, Bankruptcy, and Appellate judge into the Federal Judiciary.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy 10 year(s) after creation

Additional Information

GAO Approval Not Required

Budget Files

Disposition Authority Number DAA-0516-2015-0003-0006

All documentation relating to FJC annual budget formulation, presentation, justification, allocation, and execution, including annual and other periodic reports.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-516-92-2/C/15

Disposition Instruction

Cutoff Instruction Cut off annually by fiscal year

Retention Period Destroy 5 year(s) after cut off

Additional Information

GAO Approval Not Required

2

Education Division

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2.1	Media Operations and Production Groups As offices within the Education Division, Media Production and Media Operations support the creation of audio and video records used in FJC programs.
2.1.1	Video Support Records Textual records generated during the production of videos.
2.1.1.1	Participant Release Forms Disposition Authority Number DAA-0516-2015-0003-0007 Release forms signed by participants before their appearances in FJC videos. Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No Disposition Instruction Retention Period Destroy no sooner than 10 year(s) after video's production but longer retention is authorized Additional Information GAO Approval Not Required
2.1.1.2	Script Records Disposition Authority Number DAA-0516-2015-0003-0008 Finalized scripts and closed caption files for FJC-produced videos Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? No GRS or Superseded Authority Citation N1-516-92-2/G/6/2 Disposition Instruction

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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2.1.2	Retention Period	Destroy no sooner than 10 year(s) after video's production but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
	Audio Records	
	Disposition Authority Number	DAA-0516-2015-0003-0009
	Audio recordings are made of some FJC program sessions. One Master copy of each audio recording from programs	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-516-92-2/G/7
2.1.3	Disposition Instruction	
	Retention Period	Destroy ten years after recording, or when audio is no longer in use, whichever is later.
	Additional Information	
	GAO Approval	Not Required
	Inventory Databases	
	Disposition Authority Number	DAA-0516-2015-0003-0010
	Electronic Inventories of equipment and their associated warranty and cost information	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

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	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
2.1.4	Photographs	
	Disposition Authority Number	DAA-0516-2015-0003-0011
	Photographs from FJC programs and recordings	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-516-92-2/G/7
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after photograph is no longer in use
	Additional Information	
	GAO Approval	Not Required
2.2	Program Records	
	The Education Division furthers the development and adoption of improved practices of judicial administration in the courts of the United States by developing and conducting education and training for judges and staff. It accomplishes this by presenting programs in a variety of formats, including in-person programs around the country, videos and webinars, in-district programs (previously known as Curriculum Packages) and e-learning programs available to Federal court users.	
2.2.1	Agendas and Program Descriptions	
	Disposition Authority Number	DAA-0516-2015-0003-0012

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Each program has a written agenda and/or description. These documents include dates, major topics covered, and speakers and faculty for every program.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-516-92-2/D/3/A
N1-516-92-2/E/3/B

Disposition Instruction

Cutoff Instruction cut off annually

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 20 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Dependent upon current NARA holdings

How frequently will your agency transfer these records to the National Archives? Every 5 Years

2.2.2

Program Materials

Disposition Authority Number DAA-0516-2015-0003-0013

Videos, presentation slides, handouts, and other materials used in FJC programs.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-516-92-2/D/3/A
N1-516-92-2/E/3/B

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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2.2.3

Disposition Instruction

Retention Period Destroy/Delete after 10 years or when no longer used in programs or on the FJC Intranet site, whichever comes LATER

Additional Information

GAO Approval Not Required

Program Support Materials

Disposition Authority Number DAA-0516-2015-0003-0014

Correspondence, invitations, contact information and other files related to the production and organization of Education programs.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-516-92-2/D/4
N1-516-92-2/E/3/A

Disposition Instruction

Retention Period Destroy 10 year(s) after program's completion

Additional Information

GAO Approval Not Required

2.3

Orientation Videos

Disposition Authority Number DAA-0516-2015-0003-0015

The Education Division produces videos designed to be part of the orientation packages (along with relevant publications) for each new Magistrate, District, Bankruptcy, and Appellate judge. These videos are scripted and produced by the FJC. They cover a range of topics including but not limited to Voir Dire and jury selection, sentencing, handling motions, and handling appeals.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

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	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	No
	GRS or Superseded Authority Citation	N1-516-92-2/G/6/B
	Disposition Instruction	
	Cutoff Instruction	cut off annually
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 20 year(s) after production
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Dependent upon current NARA holdings
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
2.4	CLE Accreditation Files	
	Disposition Authority Number	DAA-0516-2015-0003-0016
	Application packages and related files that document the accreditation of FJC programs with bar associations.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-516-92-2/E/4
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after program's completion
	Additional Information	
	GAO Approval	Not Required
2.5	Authorization of Project Expenditures Files	

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0516-2015-0003

Disposition Authority Number DAA-0516-2015-0003-0017

Summaries of expenses related to Education Division projects and programs. Includes information on program attendance and summaries of hotel contracts, as well as travel authorizations, purchase orders, and cost worksheets, when applicable.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation
N1-516-92-2/C/14
N1-516-92-2/D/4
N1-516-92-2/E/3/A

Disposition Instruction

Cutoff Instruction cut off annually by fiscal year

Retention Period Destroy 10 year(s) after cut off

Additional Information

GAO Approval Not Required

Education Advisory Committee Records

Disposition Authority Number DAA-0516-2015-0003-0018

Advisory committees provide guidance on curriculum development and education programs and publications. The Chief Justice appoints the members of the advisory committees on Appellate, Bankruptcy, District, and Magistrate Judge Education and the Benchbook committee, and Center Board members serve on each of these committees. Records of the advisory committees planning documents

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period Destroy 10 year(s) after committee meeting

2.6

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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2.7

Additional Information

GAO Approval Not Required

Hotel Contracts

Disposition Authority Number DAA-0516-2015-0003-0019

Copies of contracts between the FJC and the hotels and convention centers used for in-person programs. Summaries of the contracts are included in each year's Authorization of Project Expenditures

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off annually

Retention Period Destroy 2 year(s) after cut off

Additional Information

GAO Approval Not Required

3

International Judicial Relations Office

3.1

Visiting Foreign Judicial Fellows Program Records

Disposition Authority Number DAA-0516-2015-0003-0020

The Visiting Foreign Judicial Fellows Program offers foreign judges, court officials, and scholars the opportunity to conduct research at the FJC. Records include brochures, applications, participants' CVs, research proposals, and acceptance letters.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-516-92-2/C/22

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WITHDRAWN-RETURNED WITHOUT ACTION

3.2

Disposition Instruction

Cutoff Instruction cut off annually.

Retention Period Destroy no sooner than 10 year(s) after cut off but longer retention is authorized

Additional Information

GAO Approval Not Required

Briefing Records

Disposition Authority Number DAA-0516-2015-0003-0021

In addition to the Visiting Foreign Judicial Fellows Program, the FJC regularly briefs foreign judges and court officials on U.S. federal court administration, case management, and related issues. These programs are funded by other U.S. government agencies and nongovernmental organizations. Records include visitor requests, biographies, and briefing materials provided them.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

GRS or Superseded Authority Citation N1-516-92-2/C/22

Disposition Instruction

Cutoff Instruction cut off annually

Retention Period Destroy no sooner than 10 year(s) after cut off but longer retention is authorized

Additional Information

GAO Approval Not Required

3.3

Databases of Visitors

Disposition Authority Number DAA-0516-2015-0003-0022

The International Judicial Relations office maintains databases of foreign visitors who attend briefings or take part in the Visiting Foreign Judicial Fellows Program. Databases include names, court affiliations, dates of visit, and (when applicable) areas of research for each visitor.

Final Disposition Permanent

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0516-2015-0003

	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Send most recent version of database immediately. Capture updates every 2 years, and transfer to Archives when 10 years old. NARA may destroy previous versions and replace with the most recent for each accession.
	Additional Information	
	First year of records accumulation	1992
	What will be the date span of the initial transfer of records to the National Archives?	From 1992 To 2015
	How frequently will your agency transfer these records to the National Archives?	Every 10 Years
3.4	Translated Materials	
	Disposition Authority Number	DAA-0516-2015-0003-0023
	Brief written overviews of the U.S. legal system and issues such as judicial discipline, Judicial independence, and Alternative Dispute Resolution provided to foreign visitors in 18 different languages. Also available through FJC intranet website	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-516-92-2/C/22

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3.5

Disposition Instruction

Retention Period Destroy 2 year(s) after translation is superseded or withdrawn.

Additional Information

GAO Approval Not Required

International Technical Assistance Files

Disposition Authority Number DAA-0516-2015-0003-0024

Invitations, correspondence, agendas, and program materials related to international events in which FJC employees take part.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

GRS or Superseded Authority Citation N1-516-92-2/C/24.

Disposition Instruction

Cutoff Instruction cut off annually

Retention Period Destroy 10 year(s) after cut off

Additional Information

GAO Approval Not Required

3.6

Publication Support Files

Disposition Authority Number DAA-0516-2015-0003-0025

Records of research, notes, preparatory work, correspondence, and unpublished drafts done in support of publications written by employees of the FJC International Judicial Relations Office

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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4
4.1

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	cut off annually
Retention Period	Destroy 10 year(s) after cut off
Additional Information	
GAO Approval	Not Required
Editorial and Information Services Division	
Publications	
Disposition Authority Number	DAA-0516-2015-0003-0026
One copy of each official publication of the FJC. Publications include - but are not limited to - research reports, manuals, monographs, and guides. The FJC publishes work by both FJC employees and outside authors. Some publications are printed, while others are digital-only.	
Final Disposition	Permanent,
Item Status	Withdrawn
Is this item media neutral?	No
Explanation of limitation	While many publications exist as books and bound volumes, only digital copies will be transferred to the National Archives.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-516-92-2/A/4
Disposition Instruction	
Cutoff Instruction	Cut off annually
Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 20 year(s) after cut off
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	From 2005 To 2010

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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4.2

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

Publication Support Files

Disposition Authority Number **DAA-0516-2015-0003-0027**

Editors' drafts of each FJC publication project.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-516-92-2/G/3**

Disposition Instruction

Retention Period **Destroy 2 year(s) after completion of publishing project**

Additional Information

GAO Approval **Not Required**

4.3

Photographic Negatives

Disposition Authority Number **DAA-0516-2015-0003-0028**

Negatives for production of printing plates used for FJC publications

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **N1-516-92-2/G/5**

Disposition Instruction

Retention Period **Destroy 2 year(s) after publication's completion**

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

4.4	Additional Information	
	GAO Approval	Not Required
	Catalog and Database Files	
	Disposition Authority Number	DAA-0516-2015-0003-0029
	Databases of library holdings, PDFs, and catalog records	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 10 years after creation, or when no longer needed for reference purposes, whichever is later.
	4.5	Additional Information
GAO Approval		Not Required
Library Services Files		
Disposition Authority Number		DAA-0516-2015-0003-0030
Records related to the daily functioning of the FJC library, including - but not limited to - interlibrary loan requests, shipment orders, and inventory files.		
Final Disposition		Temporary
Item Status		Withdrawn
Is this item media neutral?		Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?		Yes
Do any of the records covered by this item exist as structured electronic data?		Yes
Disposition Instruction		
Retention Period		Destroy 2 year(s) after no longer in use

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

	Additional Information
	GAO Approval Not Required
5	Research Division
5.1	Research Project Files Files consist of all documentation for individual projects from project initiation to completion. Included is pertinent correspondence, project survey and design documentation, other related records, and a copy of the final report. Most final reports are published through EIS and are considered Publications. Certain research reports are prepared only for Judicial Committees and are thus not published through EIS.
5.1.1	Final Reports Disposition Authority Number DAA-0516-2015-0003-0031 One copy of all Final Reports, not including those published through EIS Final Disposition Permanent Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? No GRS or Superseded Authority Citation N1-516-92-2/H/3/A Disposition Instruction Cutoff Instruction cut off annually Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 20 year(s) after cut off Additional Information What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2010 How frequently will your agency transfer these records to the National Archives? Every 5 Years

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

5.1.2

Supporting Documentation

Disposition Authority Number DAA-0516-2015-0003-0032

Surveys, electronic data files, notes, and other research materials

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-516-92-2/H/3/B
N1-516-92-1/H/3/A
N1-516-92-1/H/3/B

Disposition Instruction

Retention Period Destroy 10 year(s) after project's completion

Additional Information

GAO Approval Not Required

5.2

Integrated Database Files

Disposition Authority Number DAA-0516-2015-0003-0033

Files consist of codebooks and data sets pertaining to Federal Court civil, criminal, and appellate case activity. Courts report these data to the Administrative Office of the Courts (AOUSC) on a quarterly basis. The FJC Research Division reformats AOUSC's raw data to a standard format in SPSS so that data for multiple years can be compared and analyzed. The data sets are then shared with the Inter-university Consortium for Political and Social Research (ICPSR) for distribution.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

5.3

GRS or Superseded Authority Citation N1-516-92-1/H/4/A
N1-516-92-1/H/4/B

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

Electronic Web Resources

Disposition Authority Number DAA-0516-2015-0003-0034

The FJC maintains active resource pages on its intranet site FJC Online. These pages (labeled "Special Topics") contain external and internal links to resources for judges, court staff, attorneys, and litigants on a variety of topics including pro se litigation, national security cases, class action notices, and more. Links and descriptions are updated regularly.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Transfer to the National Archives for Accessioning Send most recent version of database immediately. Capture updates every 2 years, and transfer to Archives when 10 years old. NARA may destroy previous versions and replace with the most recent for each accession.

Additional Information

First year of records accumulation 2015

What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2015

How frequently will your agency transfer these records to the National Archives? Every 2 Years

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

6	History Office
6.1	Oral History Files Interviews conducted with Article III judges and other prominent figures in judicial history. Includes a series of interviews with female Article III judges, as well as interviews with other Article III judges, Bankruptcy Judges, Senators, DOJ officials, and others involved in the Federal judiciary.
6.1.1	Transcripts Disposition Authority Number DAA-0516-2015-0003-0035 Arranged alphabetically by name of individual interviewed Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No GRS or Superseded Authority Citation N1-516-92-2/C/18 Disposition Instruction Retention Period Destroy when no longer needed Additional Information GAO Approval Not Required
6.1.2	Audio Records Disposition Authority Number DAA-0516-2015-0003-0036 Final Disposition Permanent Item Status Withdrawn Is this item media neutral? No Explanation of limitation Audio tapes currently not digitized. Digital copies to be transferred after digitization. Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No GRS or Superseded Authority Citation N1-516-92-2/C/18

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

	Disposition Instruction	
	Transfer to the National Archives for Accessioning	Keep audio tapes until digitized. Keep one digital copy on-site, transfer one digital copy to National Archives 20 years after interview along with corresponding Deed of Gift and release information
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Dependent upon digitization
	How frequently will your agency transfer these records to the National Archives?	Unknown Dependent upon digitization
6.2	Biographical Questionnaire Files	
	Questionnaires completed by Article III judges regarding demographic and biographical details about themselves, as well as their professional histories. The pertinent information from these questionnaires is input into the FJC's electronic biographic database and published online.	
6.2.1	Questionnaires	
	Disposition Authority Number	DAA-0516-2015-0003-0037
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required
6.2.2	Directory Database	
	Disposition Authority Number	DAA-0516-2015-0003-0038
	The directory includes the biographies of judges presidentially appointed during good behavior who have served since 1789 on the U.S. District Courts, the U.S.	

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0516-2015-0003

Courts of Appeals, the Supreme Court of the United States, the former U.S. Circuit Courts, and the federal judiciary's courts of special jurisdiction.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation N1-516-92-1/C/16/A
N1-516-92-1/C/16/B

Disposition Instruction

Transfer to the National Archives for Accessioning Send most recent version of database immediately. Capture updates every 2 years, and transfer to Archives when 10 years old. NARA may destroy previous versions and replace with the most recent for each accession.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2015

How frequently will your agency transfer these records to the National Archives? Every 10 Years

6.3

History Education Files

Records related to the History Office's online Judicial History Project and the annual ABA/FJC Summer Institute for Teachers.

6.3.1

Administrative Files

Disposition Authority Number DAA-0516-2015-0003-0039

Correspondence, enrollment rosters, and other administrative files

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

6.3.2

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Retention Period

Destroy 2 year(s) after completion of the program

Additional Information

GAO Approval

Not Required

Educational Materials

Disposition Authority Number

DAA-0516-2015-0003-0040

Historical background reports, teaching activities, discussion questions, bibliographies and resource lists

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Retention Period

Destroy 10 year(s) after program's completion or when no longer in use occurs, whichever is later

Additional Information

GAO Approval

Not Required

6.3.3

Program Agendas & Descriptions

Disposition Authority Number

DAA-0516-2015-0003-0041

As with Education programs, each Summer Institute includes an agenda and/or description with lists of faculty and presenters, and descriptions of the major topics covered

Final Disposition

Permanent

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0516-2015-0003

6.4	Disposition Instruction	
	Cutoff Instruction	cut off annually
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 20 year(s) after cut off
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	From 2000 To 2005
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
	Publication Support Files	
	Disposition Authority Number	DAA-0516-2015-0003-0042
	Records of research, notes, preparatory work, correspondence, and unpublished drafts done in support of publications written by employees of the FJC History Office.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
Retention Period	Destroy 10 year(s) after publication or termination of the project	
Additional Information		
GAO Approval	Not Required	

WITHDRAWN-RETURNED WITHOUT ACTION

WITHDRAWN-RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0516-2015-0003

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/24/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center
02/25/2016	Return Without Action	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

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