

Request for Records Disposition Authority

Records Schedule Number **DAA-0516-2016-0001**
Schedule Status **Approved**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
35	10	25	0

GAO Approval

Outline of Records Schedule Items for DAA-0516-2016-0001

Sequence Number	
1	Items Common to Several FJC Divisions and Offices
1.1	Publications Disposition Authority Number: DAA-0516-2016-0001-0001
1.2	Electronic Web Resources Disposition Authority Number: DAA-0516-2016-0001-0002
1.3	Research Support Files Disposition Authority Number: DAA-0516-2016-0001-0003
1.4	Photographs and Photographic Negatives Disposition Authority Number: DAA-0516-2016-0001-0004
1.5	Program Subject Records Disposition Authority Number: DAA-0516-2016-0001-0005
2	Office of the Director and the Deputy Director
2.1	Board Materials
2.1.1	Meeting Minutes Disposition Authority Number: DAA-0516-2016-0001-0006
2.1.2	Correspondence Disposition Authority Number: DAA-0516-2016-0001-0007
2.2	FJC Foundation Materials Disposition Authority Number: DAA-0516-2016-0001-0008
2.3	Directors' Chronological Files Disposition Authority Number: DAA-0516-2016-0001-0009
2.4	Director's Administrative Files Disposition Authority Number: DAA-0516-2016-0001-0010
2.5	Directors' Subject Files (No Longer Accumulating) Disposition Authority Number: DAA-0516-2016-0001-0011
2.6	Budget Files Disposition Authority Number: DAA-0516-2016-0001-0012
3	Education Division
3.1	Media Operations and Production Groups
3.1.1	Audio/Video Records Disposition Authority Number: DAA-0516-2016-0001-0013
3.1.2	Video Script Records Disposition Authority Number: DAA-0516-2016-0001-0014
3.1.3	Video Participant Release Forms

	Disposition Authority Number: DAA-0516-2016-0001-0015
3.1.4	Judge's Orientation Videos Disposition Authority Number: DAA-0516-2016-0001-0016
3.2	Education and Training Program Records
3.2.1	Education Program Materials
3.2.1.1	Judicial & Legal Education Program Materials Disposition Authority Number: DAA-0516-2016-0001-0017
3.2.1.2	Orientation, Executive, Management & Professional Development Education Program Materials Disposition Authority Number: DAA-0516-2016-0001-0018
3.2.1.3	Web-Based Education Program Materials Disposition Authority Number: DAA-0516-2016-0001-0019
3.2.2	Education Program Support Materials Disposition Authority Number: DAA-0516-2016-0001-0020
3.3	CLE Accreditation Files Disposition Authority Number: DAA-0516-2016-0001-0021
3.4	Authorization of Project Expenditures Files Disposition Authority Number: DAA-0516-2016-0001-0022
3.5	Education Advisory Committee Records Disposition Authority Number: DAA-0516-2016-0001-0023
3.6	Hotel Contracts Disposition Authority Number: DAA-0516-2016-0001-0024
4	International Judicial Relations Office
4.1	Visiting Foreign Judicial Fellows Program Records Disposition Authority Number: DAA-0516-2016-0001-0025
4.2	Briefing Records Disposition Authority Number: DAA-0516-2016-0001-0026
4.3	Databases of Visitors Disposition Authority Number: DAA-0516-2016-0001-0027
4.4	Translated Materials Disposition Authority Number: DAA-0516-2016-0001-0028
4.5	International Technical Assistance Files Disposition Authority Number: DAA-0516-2016-0001-0029
5	Editorial and Information Services Division
5.1	Manuscript Files Disposition Authority Number: DAA-0516-2016-0001-0030
6	Research Division

- 6.1 Integrated Database Files
Disposition Authority Number: DAA-0516-2016-0001-0031
- 7 History Office
 - 7.1 Oral History Files
 - 7.1.1 Oral History Transcripts
Disposition Authority Number: DAA-0516-2016-0001-0032
 - 7.1.2 Oral History Audio Records
Disposition Authority Number: DAA-0516-2016-0001-0033
 - 7.2 History Educational Materials
Disposition Authority Number: DAA-0516-2016-0001-0034
 - 7.3 Biographical Database
Disposition Authority Number: DAA-0516-2016-0001-0035

Records Schedule Items

Sequence Number		
1	Items Common to Several FJC Divisions and Offices	
1.1	Publications	
	Disposition Authority Number	DAA-0516-2016-0001-0001
	<p>One copy of each official publication of the FJC. Publications include - but are not limited to - annual reports, research reports, manuals, monographs, and guides. The FJC publishes work by both FJC employees and outside authors. Some publications are printed internally or by the Government Printing Office, while others are digital-only.</p>	
	Final Disposition	Permanent
	Item Status	Active
	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/A4 N1-516-92-1/H3A
	Disposition Instruction	
	Cutoff Instruction	Cut off annually
	Transfer to the National Archives for Accessioning	Transfer to National Archives in 5 year blocks when most recent record is 15 years old.
	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
		Estimated Current Volume
		Annual Accumulation
Electronic/Digital		2 MB

Paper		
Microform		
Hardcopy or Analog Special Media		

1.2

Electronic Web Resources

Disposition Authority Number **DAA-0516-2016-0001-0002**

The FJC maintains an increasing number of resource pages on its intranet site (FJC Online) that offer original content in select topic areas including - but not limited to - election litigation and historical caseloads of the federal courts. These pages are typically curated and maintained by members of the FJC's Research Division, Education Division or History Office.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This item covers only electronic records**

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 **Capture updates annually and delete archived versions after 5 years.**

Additional Information

GAO Approval **Not Required**

1.3

Research Support Files

Disposition Authority Number **DAA-0516-2016-0001-0003**

Records of research, surveys, electronic data, and other preparatory work done in support of publications and reports completed by the FJC.

Final Disposition **Temporary**

Item Status **Active**

1.4

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/H3b N1-516-92-1/H3a N1-516-92-1/H3b
Disposition Instruction	
Cutoff Instruction	cut off annually
Retention Period	Destroy 10 years after cut off or when no longer needed for reference purposes, whichever is later.
Additional Information	
GAO Approval	Not Required
Photographs and Photographic Negatives	
Disposition Authority Number	DAA-0516-2016-0001-0004
Includes historic photographs of federal courthouses, photos from FJC educational programs, and negatives for production of printing plates used for FJC publications	
Final Disposition	Temporary
Item Status	Active
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/G7 N1-516-92-2/G5
Disposition Instruction	
Retention Period	Destroy when no longer needed
Additional Information	
GAO Approval	Not Required

1.5

Program Subject Records

Disposition Authority Number DAA-0516-2016-0001-0005

Correspondence and other records related to major projects and policies of FJC divisions and offices. This item excludes the correspondence included in Research Support Files, Manuscript Files, Education Program Support Materials, and the Director's Administrative Files.

Final Disposition Temporary

Item Status Active

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/C1
N1-516-92-2/C8
N1-516-92-2/C16
N1-516-92-2/C20
N1-516-92-2/D1
N1-516-92-2/E1
N1-516-92-2/F1
N1-516-92-2/G1
N1-516-92-2/H1

Disposition Instruction

Cutoff Instruction cut off annually.

Retention Period Destroy 3 year(s) after cut off

Additional Information

GAO Approval Not Required

2

Office of the Director and the Deputy Director

2.1

Board Materials

The FJC Board is composed of the Chief Justice of the United States and representatives of the federal courts and the Director of Administrative Office of the U.S. Courts. The FJC Board meets regularly to report, review, and discuss major FJC plans, projects, and policies.

2.1.1

Meeting Minutes

Disposition Authority Number DAA-0516-2016-0001-0006

Meetings of the FJC Board are typically held biannually. Meeting minutes and all attached prepared materials dating back to the first meeting in 1968 have been digitized. The meetings cover a range of topics including personnel actions

and include personal information about potential employees and organizational changes, detailed updates on FJC projects, 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 Active
 Is this item media neutral? No
 Explanation of limitation 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/B1

Disposition Instruction

Cutoff Instruction Cut off by decade
 Transfer to the National Archives for Accessioning Transfer to the National Archives in 10 year blocks 30 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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	550 MB	0.58 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.1.2

Correspondence

Disposition Authority Number **DAA-0516-2016-0001-0007**

Communications between board members regarding the scheduling and coordination of board meetings.

Final Disposition **Temporary**

Item Status **Active**

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**

2.2

FJC Foundation Materials

Disposition Authority Number **DAA-0516-2016-0001-0008**

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. Lists of accepted donations are included in the FJC's Annual Reports.

Final Disposition **Temporary**

Item Status **Active**

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/B1**

Disposition Instruction

Cutoff Instruction **Cut off annually**

	Retention Period	Destroy 30 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
2.3	Directors' Chronological Files	
	Disposition Authority Number	DAA-0516-2016-0001-0009
	Correspondence and memoranda of the Director or Deputy Director that show significant interaction with the courts, the Administrative Office, or government agencies, or that announce major FJC events and initiatives.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Chronological files created prior to June, 2006 will be transferred to the National Archives in their original paper format. The FJC will transfer Chronological files created on or after June 1, 2006 in digital format.
	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/B1 N1-516-92-2/B3
	Disposition Instruction	
	Cutoff Instruction	Cut off annually
	Transfer to the National Archives for Accessioning	Transfer to the National Archives in 5 year blocks 15 years after most recent record has closed
	Additional Information	
	First year of records accumulation	1999
	What will be the date span of the initial transfer of records to the National Archives?	From 1999 To 2004
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
	Director's Administrative Files	
2.4	Disposition Authority Number	DAA-0516-2016-0001-0010

Correspondence and memoranda of the Director and Deputy Director that do not prescribe major FJC policy decisions or document significant interaction with Congress or the Judiciary. Includes letters signed by the Director and/or Deputy Director welcoming new judges into the federal judiciary, and letters related to the distribution of the annual report and other publications and media.

Final Disposition Temporary

Item Status Active

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/B2

Disposition Instruction

Cutoff Instruction Cut off annually

Retention Period Destroy 3 year(s) after cut off

Additional Information

GAO Approval Not Required

2.5

Directors' Subject Files (No Longer Accumulating)

Disposition Authority Number DAA-0516-2016-0001-0011

Correspondence, reports, and other documentation pertaining to major policies and operations of the FJC collected until June, 2006. Includes information on specific judiciary matters and congressional affairs. From June, 2006 onward, these records are incorporated into the Directors' Chronological Files.

Final Disposition Permanent

Item Status Active

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/B1

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives when the newest file in a subject folder is 15 years old.

Additional Information

First year of records accumulation **1990**
 End year of records accumulation **2006**
 What will be the date span of the initial transfer of records to the National Archives? **From 1990 To 2001**
 How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	40 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.6

Budget Files

Disposition Authority Number **DAA-0516-2016-0001-0012**

All documentation relating to FJC annual budget formulation, presentation, justification, allocation, and execution, including periodic reports of the Office of Financial Management.

Final Disposition **Temporary**

Item Status **Active**

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/C15**

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
3	Education Division	
3.1	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.	
3.1.1	Audio/Video Records	
	Disposition Authority Number	DAA-0516-2016-0001-0013
	Audio and/or video recordings are made of some FJC programs, either for distribution or for internal use. One master copy of each recording from programs, in digital or physical format, along with related textual materials.	
	Final Disposition	Temporary
	Item Status	Active
	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/G6b2a N1-516-92-2/E3d
	Disposition Instruction	
	Cutoff Instruction	Cut off annually
	Retention Period	Destroy ten years after cut off, or when audio or video is no longer in use, whichever is later.
	Additional Information	
	GAO Approval	Not Required
3.1.2	Video Script Records	
	Disposition Authority Number	DAA-0516-2016-0001-0014
	Finalized scripts and closed caption files for FJC-produced videos	
	Final Disposition	Temporary

	Item Status	Active
	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/G6a2
	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
3.1.3	Video Participant Release Forms	
	Disposition Authority Number	DAA-0516-2016-0001-0015
	Release forms signed by participants allowing their appearances in FJC videos.	
	Final Disposition	Temporary
	Item Status	Active
	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 no sooner than 10 year(s) after cut off but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
3.1.4	Judge's Orientation Videos	
	Disposition Authority Number	DAA-0516-2016-0001-0016

One copy of each video that is included in judges' orientation packages. The Education Division produces videos designed to be part of the orientation packages 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 Active
 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/G6b2a

Disposition Instruction

Cutoff Instruction Cut off when superseded
 Transfer to the National Archives for Accessioning Transfer to the National Archives 10 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1996 To 2006
 How frequently will your agency transfer these records to the National Archives? Unknown
 Will vary dependent upon rate at which videos are produced and superseded.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		

Hardcopy or Analog Special Media	41 DVDs	
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3.2

Education and Training Program Records

The Education Division plans and produces educational programs for judges and for non-Judicial court personnel, such as those in clerks' offices and probation and pretrial services offices. Its products include travel-based and in-court programs that participants attend in person, as well as Web-based programs. The four major subject areas of Educational Programs are as follows: Probation & Pretrial Services, Executive Education, Management & Professional Development, and Judicial & Legal Education. Judicial & Legal Education programs focus on important issues and developments in legal and judicial practice. They are attended by Article III Judges, Bankruptcy and Magistrate Judges, Staff Attorneys/ Law Clerks, CJA Panel Attorneys and Federal Defenders. Select programs with a special focus on legal issues are also attended by probation and pre-trial services officers.

3.2.1

Education Program Materials

3.2.1.1

Judicial & Legal Education Program Materials

Disposition Authority Number DAA-0516-2016-0001-0017

Materials prepared for National and Regional conferences attended in-person by Judicial and Legal personnel, and for in-person special focus workshops on Judicial and Legal education topics, including Probation & Pretrial Services workshops relating to legal issues.

Final Disposition Permanent

Item Status Active

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/E3b

Disposition Instruction

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to National Archives in 5 year blocks 15 years after most recent record has closed

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1996 To 2001**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		0.2 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3.2.1.2

Orientation, Executive, Management & Professional Development Education Program Materials

Disposition Authority Number **DAA-0516-2016-0001-0018**

Materials prepared for conferences, seminars, and workshops focused on Executive Education and Management & Profession Development, as well as routine orientation workshops for judges. Includes student work products and files from Leadership Development Program and similar courses

Final Disposition **Temporary**

Item Status **Active**

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/D3**

Disposition Instruction

Cutoff Instruction **Cut off annually**

	<p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p> <p>Web-Based Education Program Materials</p> <p>Disposition Authority Number</p> <p>Materials prepared for web-based education programs.</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>Disposition Instruction</p> <p>Cutoff Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p>	<p>Destroy 10 years after cut-off, or when no longer in use, whichever comes later.</p> <p>Not Required</p> <p>DAA-0516-2016-0001-0019</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Cut off annually</p> <p>Destroy 10 years after cut-off, or when no longer in use, whichever comes later.</p> <p>Not Required</p>
<p>3.2.1.3</p> <p>3.2.2</p>	<p>Disposition Authority Number</p> <p>Correspondence, invitations, registration and participant information, funding information and other files related to the production and organization of education programs</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>GRS or Superseded Authority Citation</p>	<p>DAA-0516-2016-0001-0020</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>No</p> <p>N1-516-92-2/E3a</p>

		N1-516-92-2/D4 N1-516-92-2/G6c
	Disposition Instruction	
	Cutoff Instruction	Cut off annually
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
3.3	CLE Accreditation Files	
	Disposition Authority Number	DAA-0516-2016-0001-0021
	Application packages and related files that document the accreditation of FJC programs with bar associations.	
	Final Disposition	Temporary
	Item Status	Active
	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/E4
	Disposition Instruction	
	Cutoff Instruction	Cut off annually
	Retention Period	Destroy 2 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
3.4	Authorization of Project Expenditures Files	
	Disposition Authority Number	DAA-0516-2016-0001-0022
	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	Active
	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/C14 N1-516-92-2/D4 N1-516-92-2/E3a
	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
3.5	Education Advisory Committee Records	
	Disposition Authority Number	DAA-0516-2016-0001-0023
	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 and meeting materials.	
	Final Disposition	Temporary
	Item Status	Active
	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
3.6	Hotel Contracts	
	Disposition Authority Number	DAA-0516-2016-0001-0024

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 Active

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

4

International Judicial Relations Office

4.1

Visiting Foreign Judicial Fellows Program Records

Disposition Authority Number DAA-0516-2016-0001-0025

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 Active

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/C22

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

4.2

GAO Approval Not Required

Briefing Records

Disposition Authority Number DAA-0516-2016-0001-0026

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 Active

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/C22

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

4.3

Databases of Visitors

Disposition Authority Number DAA-0516-2016-0001-0027

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. Information from these databases is used in the FJC's annual reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic database only

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

4.4	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 2 years after Visiting Foreign Judicial Fellows Program and foreign briefings programs are no longer in operation, or when the database files are no longer needed for reference purposes, whichever comes later.
	Additional Information	
	GAO Approval	Not Required
	Translated Materials	
	Disposition Authority Number	DAA-0516-2016-0001-0028
	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	Active
	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/C22
Disposition Instruction		
Cutoff Instruction	Cut off when superseded or withdrawn	
Retention Period	Destroy 2 year(s) after cut off	
Additional Information		
GAO Approval	Not Required	
4.5	International Technical Assistance Files	
	Disposition Authority Number	DAA-0516-2016-0001-0029

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

Final Disposition	Temporary
Item Status	Active
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/C24
Disposition Instruction	
Cutoff Instruction	Cut off annually
Retention Period	Destroy 10 year(s) after cut off

Additional Information

GAO Approval	Not Required
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Editorial and Information Services Division

Manuscript Files

Disposition Authority Number	DAA-0516-2016-0001-0030
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Circulating drafts, important correspondence with authors, and finalized art and design elements for each FJC publication

Final Disposition	Temporary
Item Status	Active
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/G3

Disposition Instruction

5

5.1

6

6.1

Cutoff Instruction Cut off upon publication or termination of project.

Retention Period Destroy 3 year(s) after cut off

Additional Information

GAO Approval Not Required

Research Division

Integrated Database Files

Disposition Authority Number DAA-0516-2016-0001-0031

Files consist of codebooks and data sets pertaining to case activity in the federal courts. Federal courts report these data to the Administrative Office of the Courts (AOUSC) on a quarterly basis. The FJC Research Division obtains these raw data directly from the AOUSC. The FJC reformats AOUSC's raw data to a standard format so that FJC researchers can compare and analyze data for multiple years. Each raw data file is passed through a reformatting program to convert the data to the standard structure. Then, the restructured data is processed by a conversion program that checks for errors and performs all value recoding. The data sets are stored in the FJC's Integrated Database. The FJC shares versions of the data sets with the Inter-university Consortium for Political and Social Research (ICPSR) for distribution.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation This item is a number of electronic databases

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/H4a
N1-516-92-1/H4b

Disposition Instruction

Cutoff Instruction Cut off annually

Transfer to the National Archives for Accessioning Transfer to National Archives in 3 year blocks 10 years after most recent record has closed

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2006**

How frequently will your agency transfer these records to the National Archives? **Every 3 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	360 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

7

History Office

7.1

Oral History Files

Interviews conducted with Article III judges and political officials as part of the FJC's Women Judges oral history project and any future oral history projects of the FJC.

7.1.1

Oral History Transcripts

Disposition Authority Number **DAA-0516-2016-0001-0032**

One copy of each Transcript of oral history interviews conducted as part of the FJC's Women Judges oral history project and any future Oral History projects, along with necessary permission/release form or deed of gift.

Final Disposition **Permanent**

Item Status **Active**

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/C18**

Disposition Instruction

Cutoff Instruction **Cut off annually**

Transfer to the National Archives for Accessioning Transfer to the National Archives 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 1995 To 1995

How frequently will your agency transfer these records to the National Archives? **Unknown**
After the initial transfer, the frequency of subsequent transfers will depend upon the pace of new Oral History interviews.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

7.1.2

Oral History Audio Records

Disposition Authority Number DAA-0516-2016-0001-0033

One copy of each audio recording of oral history interviews conducted as part of the FJC's Women Judges oral history project and any future Oral History projects, along with necessary permission/release form or deed of gift.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Oral History audio records are currently preserved in physical format as cassettes. They will undergo digitization prior to transfer.

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/C18

	Disposition Instruction	
	Cutoff Instruction	Cut off annually
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 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 1995 To 1995
	How frequently will your agency transfer these records to the National Archives?	Unknown After the initial transfer, the frequency of subsequent transfers will depend upon the pace of new Oral History interviews.
7.2	History Educational Materials	
	Disposition Authority Number	DAA-0516-2016-0001-0034
	Historical background reports, teaching activities, discussion questions, bibliographies and resource lists	
	Final Disposition	Temporary
	Item Status	Active
	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 years after cut off or when no longer in use, whichever is later.
	Additional Information	
	GAO Approval	Not Required
7.3	Biographical Database	
	Disposition Authority Number	DAA-0516-2016-0001-0035
	A database of biographical information pertaining to Federal judges (1789 and continuing)	
	Final Disposition	Permanent

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **This item is a cumulative electronic database**

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 **N1-516-1992-1/C16a
N1-516-1992-1/C16b**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer an updated version of the database to the National Archives every 5 years. The National Archives may delete previous version of the database upon receipt of latest update.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2016 To 2016**

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	4.5 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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
10/13/2015	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center
01/28/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/24/2016	Submit For Certification	Andrew Kaplan	Records Management Project Specialist	Federal Judicial Center - Federal Judicial Center
02/24/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center
03/03/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/04/2016	Submit For Certification	Andrew Kaplan	Records Management Project Specialist	Federal Judicial Center - Federal Judicial Center
03/04/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center
06/15/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/15/2016	Submit For Certification	Andrew Kaplan	Records Management Project Specialist	Federal Judicial Center - Federal Judicial Center
06/15/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center

07/18/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/20/2016	Submit For Certification	Andrew Kaplan	Records Management Project Specialist	Federal Judicial Center - Federal Judicial Center
07/20/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center
08/01/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/05/2016	Submit For Certification	Andrew Kaplan	Records Management Project Specialist	Federal Judicial Center - Federal Judicial Center
08/08/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center
08/30/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/12/2016	Submit For Certification	Andrew Kaplan	Records Management Project Specialist	Federal Judicial Center - Federal Judicial Center
09/12/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center
09/30/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/30/2016	Submit For Certification	Andrew Kaplan	Records Management Project Specialist	Federal Judicial Center - Federal Judicial Center
09/30/2016	Certify	Michael Gross	Chief Administrative Officer	Federal Judicial Center - Federal Judicial Center

06/07/2017	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist