

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		DO NOT LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-576-92-1	DATE RECEIVED 3-11-92
1. FROM (Agency or establishment) Federal Judicial Center (FJC)		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Michael B. Gross	5. TELEPHONE 202-633-6347	DATE 10/17/94	ARCHIVIST OF THE UNITED STATES Ralph C. Blakely
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>4</u> page(s) are not now needed 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 2/26/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>M B Gross</i>	TITLE Administrative Services Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)									
	<p>The attachment is a complete listing of FJC electronic records not approved for disposition previously. Non-record material and FJC records covered by the General Records Schedules have been omitted on this submission. This accounts for missing item numbers which will be included on the FJC published Records Schedule after NARA approval of the attachment.</p> <p>The total volume and estimated annual accumulations for permanent items is provided as follows:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Item No.</th> <th style="width: 30%;">Total Volume (In Cubic Feet)</th> <th style="width: 50%;">Annual Accumulations (In Feet Per Year)</th> </tr> </thead> <tbody> <tr> <td>H. 3</td> <td style="text-align: center;">18</td> <td style="text-align: center;">1.5</td> </tr> <tr> <td>H. 4</td> <td style="text-align: center;">75</td> <td style="text-align: center;">4</td> </tr> </tbody> </table>	Item No.	Total Volume (In Cubic Feet)	Annual Accumulations (In Feet Per Year)	H. 3	18	1.5	H. 4	75	4		
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H. 3	18	1.5										
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<i>Copies sent Agency, NST, NSX, NNE, NPA</i>												

**FEDERAL JUDICIAL CENTER**  
**RECORDS RETENTION AND DISPOSITION SCHEDULE**

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RECORDS RETENTION AND DISPOSITION SCHEDULE**

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## **C. GENERAL ADMINISTRATION DIVISION**

### **HISTORY OFFICE**

#### **16. Biographical Database Files**

A computerized database of biographical information pertaining to federal judges (1789 and continuing).

**a. Database files: PERMANENT.**

- i. Transfer a copy of the files to the National Archives immediately.
- ii. Transfer an updated copy of the files to the National Archives every three years.

**NOTE:** 1) Once a transfer of database files has been preservation copied by the National Archives, the Archives will destroy the previous transfer of database files as duplicate material. 2) All transfers of data will be done in accordance with 36 CFR § 1228.

**b. System Documentation: PERMANENT.**

- i. Transfer a copy of the documentation for the database files cited in 16. a. (above) with the first transfer of the database files
- ii. Transfer an updated copy of the documentation every three years along with each succeeding transfer of data.

**NOTE:** All transfers of documentation will be done in accordance with 36 CFR § 1228

## H. RESEARCH DIVISION

### 3. Project Data Files

Electronic data files containing relevant information pertaining to individual research projects. Arranged by project title.

#### a. Data Files: PERMANENT.

i. 1969-1993: Transfer data files for all completed projects to the National Archives upon approval of this schedule.

ii. 1993- : Transfer data files for all completed projects every two years.

**NOTE:** All transfers of data will be done in accordance with 36 CFR 1228.

#### b. Project Files Documentation: PERMANENT.

Transfer a copy of the documentation for each of the data files cited in 3. a. (above) to the National Archives with the transfer of the data files.

**NOTE:** All transfers of documentation will be done in accordance with 36 CFR 1228.

**Item H. 4., Integrated Database Files.**

These files consist of data pertaining to Federal Court civil, criminal, and appellate case activity. The data is created by reformatting raw data from the Administrative Office of the Courts. The data is reformatted in to a standard format so that data for multiple years can be compared and analyzed.

**a. Electronic Files: PERMANENT**

1. 1972-1992 Transfer to the National Archives immediately.
2. 1993 - Transfer to the National Archives every two years.

**NOTE: All transfers of data will be done in accordance with 36 CFR 1228.**

**b. Documentation: PERMANENT**

1. 1972-1992 Transfer copies of the documentation for each file cited in H.4.a.1. above.
2. 1993 - Transfer copies of the documentation for each file every two years along with each succeeding transfer of electronic files.

**NOTE: All transfers of documentation will be done in accordance with 36 CFR 1228.**