REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Federal Judicial Center (FJC)

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Michael B. Gross

5. TELEPHONE
   202-633-6347

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 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,

   ☑ is not required;   ☐ is attached; or   ☑ has been requested.

DATE
2/26/92

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Administrative Services Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

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.

The total volume and estimated annual accumulations for permanent items is provided as follows:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Total Volume (In Cubic Feet)</th>
<th>Annual Accumulations (In Feet Per Year)</th>
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<tr>
<td>H. 3</td>
<td>18</td>
<td>1.5</td>
</tr>
<tr>
<td>H. 4</td>
<td>75</td>
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</tbody>
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9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

SAVE BLANK (NARA use only)

JOB NUMBER
N1-376-92-1

DATE RECEIVED
3-11-92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
FEDERAL JUDICIAL CENTER

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

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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 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


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.