

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER NI-578-09- NI-578-09- NI-578-09-1	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8/6/09	
1 FROM (Agency or establishment) Administrative Office of the United States Courts (AOUSC)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Appellate, Bankruptcy, and District Courts			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Adria A Lipka Judiciary Records Officer	4 TELEPHONE NUMBER 202-502-2278	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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> 1 </u> page(s) are not needed now for the business for 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	SIGNATURE OF AGENCY REPRESENTATIVE Adria A Lipka	TITLE Judiciary Records Officer (202) 502-2278	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<u>Appellate Court Case Files</u>	NC1-21-86-1 Item IA1 - 4 Approved 1/31/86	
2	<u>Bankruptcy Court Case Files</u>	NC1-21-86-1 & NC1-21-89-1	
3	<u>District Court Case Files</u>	NC1-21-86-1 & NC1-21-83-1	
SEE ATTACHED SHEET FOR SERIES AND CHANGE DESCRIPTION			

ITEM	RECORD TYPE AND SERIES DESCRIPTION	DISPOSITION MINIMUM RETENTION	DISP AUTHORITY
1	<u>CASE RECORDS</u>		
A	CASE INDEX (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits, after case mandate has been issued TRANSFER to NARA at end of retention Do not retire to FRC	New
B	DOCKET SHEETS (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits, after case mandate has been issued TRANSFER to NARA at end of retention Do not retire to FRC	New
C	BRIEFS AND APPENDICES (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits, after case mandate has been issued TRANSFER to NARA at end of retention Do not retire to FRC	New
D	CASE FILES Records include but are not limited to Mandate, Opinions, and Disposition Orders (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits, after case mandate has been issued TRANSFER to NARA at end of retention Do not retire to FRC	New
E	MINUTES OF COURT, JOURNALS, OR ORDER BOOKS IF ANY – (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits, after case mandate has been issued TRANSFER to NARA at end of retention Do not retire to FRC	New

ITEM	RECORD TYPE AND SERIES DESCRIPTION	DISPOSITION MINIMUM RETENTION	DISP AUTHORITY
1	<u>CASE RECORDS</u>		
A	JUDGMENT AND ORDER BOOKS (RDS 2- A(5) NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits RETIRE to FRC when court retention ends TRANSFER to NARA 15 years after case closing	New
B	CRIMINAL CASE FILES (RDS 2- A(6)) Including transcripts and minutes Items a, b, and c (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits RETIRE to FRC when court retention ends TRANSFER to NARA 15 years after case closing	New
	Item e All other case files not included above (NC1-21-86-1)	MAINTAIN at courthouse as long as space permits RETIRE to FRC no earlier than 1 year after case closing DESTROY 15 years after case closing	New
C	CIVIL CASE FILES (RDS-2 A(7)) Including transcripts and minutes Items b 1, 2, and 3 (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits RETIRE to FRC when court retention ends TRANSFER to NARA 15 years after case closing	New
	Item b 4 All other case files not above (NC1-21-86-1)	MAINTAIN at courthouse as long as space permits RETIRE to FRC no earlier than 1 year after case closing DESTROY 15 years after case closing	New

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~~D MISCELLANEOUSE CASE FILES
(RDS 2- A(13))
Ancillary and supplementary proceedings not defined as civil actions including but not restricted to papers relating to foreign depositions, denial of prisoner in forma pauperis, grand jury witness immunity proceedings, and actions to enforce administrative subpoenas filed separately from civil and criminal files~~

~~Item a (NC1-21-83-1)
Any miscellaneous case file which NARA has determined in consultation with court officials to have historical value~~

~~PERMANENT
Maintain at courthouse for 1 year,
or longer if space permits
RETIRE to FRC when court
retention ends
TRANSFER to NARA 15 years
after case closing~~

New

ITEM	RECORD TYPE AND SERIES DESCRIPTION	DISPOSITION MINIMUM RETENTION	DISP AUTHORITY
1	<u>BANKRUPTCY CASE RECORDS</u>		
A	CASES UNDER B-ACT 1800, 1841, AND 1867 (RDS 2- A(14) NC1-21-86-1) Items a, b 1, and b 2	PERMANENT Maintain at courthouse for 1 year, or longer if space permits TRANSFER to NARA at end of retention Do not retire to FRC	New
	Item e CASE FILES EXCLUSIVE OF 14a, b, c, (NC1-21-86-0) and d (NC1-21-83-1)	MAINTAIN at courthouse as long as space permits RETIRE to FRC no earlier than 1 year after case closing DESTROY 15 years after case closing	New
	Item f ADVERSARY PROCEEDINGS 1 and 2 (NC1-21-83-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits TRANSFER to NARA at end of retention Do not retire to FRC	New
	Item f4 ALL OTHER PROCEEDINGS (NC1-21-89-1)	MAINTAIN at courthouse as long as space permits RETIRE to FRC no earlier than 1 year after case closing DESTROY 15 years after case closing	New
B	OTHER BANKRUPTCY RECORDS (RDS 2-A(15) Items a and b (NC1-21-86-1)	MAINTAIN at courthouse as long as space permits RETIRE to FRC no earlier than 1 year after case closing DESTROY 15 years after case closing	New
	Item c Judgment and order records (NC1-21-86-1)	PERMANENT Maintain at courthouse for 1 year, or longer if space permits TRANSFER to NARA at end of retention Do not retire to FRC	New
C	RECORDS OF HEARINGS (RDS-2 A(18)) Item c (NC1-21-83-1 and NC1-21-86-1)	MAINTAIN at courthouse as long as space permits RETIRE to FRC no earlier than 1 year after case closing DESTROY 15 years after case closing	New