

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0578-2018-0001

Status: APPROVED
Date Approved: 10/31/2024

General Information

Agency or Establishment	Administrative Office of the United States Courts
Record/Scheduling Group	0578 - Records of the United States Bankruptcy Courts
Records Schedule Applies To	Agency-wide
Schedule Subject	Electronic Case Files
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 12

Number of Temporary disposition items: 3

Number of Permanent disposition items: 9

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-0578-2018-0001

Item #	Title	Disposition
0001	14a.Cases dated 1940 or earlier.	Permanent
0002	14b.Cases filed under the Bankruptcy Acts of 1800, 1841, and 1867.	Permanent
0003	14c.Cases filed under the following chapters or subchapters of the Bankruptcy Acts of 1898 and 1978: <ul style="list-style-type: none"> •Chapter VIII, Section 75 (Agricultural) •Chapter VIII, Section 77 (Railroad Reorganization) •Chapter IX (Political Subdivisions) •Chapter X (Corporate Reorganizations) •Chapter XV (Railroad Adjustments) •Chapter 7, Subchapter III (Stockbroker) and IV (Commodity Broker) •Chapter 9 (Municipality) •Chapter 11, Subchapter IV (Railroad Reorganization) •Case files containing orders issued by a court pursuant to Chapter XIV of the Act of 1898 or Section 908 of Title IX of the Merchant Marine Act. 	Permanent
0004	14d. Cases filed under Chapter 12 of the Congressional Act of 1986, covering family farms and family fishermen.	Permanent
0005	14e. Any bankruptcy case determined by court officials or NARA to have historical value.	Permanent
0006	14f(1). All other case files. 2.5% of non-trial case files retired by each district each year.	Permanent
0007	14f(2). All other case files. Case files exclusive of 14 a–e, and not selected per 14f(1).	Temporary
0008	14g(1). Adversary proceedings files. Proceedings terminated during or after trial.	Permanent
0009	14g(2). Adversary proceedings files. Proceedings files determined by court officials or NARA to have historical value.	Permanent
0010	14g(3). Adversary proceedings files. Proceedings files containing orders or judgments affecting title to or lien on real property entered prior to August 1, 1983, not included under items retention g(1) or g(2), above.	Temporary
0011	14g(4)(a). Adversary proceedings files. All other proceedings files. 2.5% of non-trial case files retired by each district each year.	Permanent

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0012	14g(4)(b). Adversary proceedings files. All other proceedings files. Proceedings files exclusive of g(1)–(3), and not selected in the sample taken per g(4)(a).	Temporary
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Records Schedule Items

DAA-0578-2018-0001-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	14a.Cases dated 1940 or earlier.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0578-2018-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	14b.Cases filed under the Bankruptcy Acts of 1800, 1841, and 1867.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:Unknown
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0578-2018-0001-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	<p>14c.Cases filed under the following chapters or subchapters of the Bankruptcy Acts of 1898 and 1978:</p> <ul style="list-style-type: none"> •Chapter VIII, Section 75 (Agricultural) •Chapter VIII, Section 77 (Railroad Reorganization) •Chapter IX (Political Subdivisions) •Chapter X (Corporate Reorganizations) •Chapter XV (Railroad Adjustments) •Chapter 7, Subchapter III (Stockbroker) and IV (Commodity Broker) •Chapter 9 (Municipality) •Chapter 11, Subchapter IV (Railroad Reorganization) •Case files containing orders issued by a court pursuant to Chapter XIV of the Act of 1898 or Section 908 of Title IX of the Merchant Marine Act. 	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when case closes	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data	

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Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0578-2018-0001-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	14d. Cases filed under Chapter 12 of the Congressional Act of 1986, covering family farms and family fishermen.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when case closes	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:20 gb	
Approximate first year of records covered by this authority	1997	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1997 To: --/--/1998	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0578-2018-0001-0005	STATUS: Active
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ITEM GENERAL INFORMATION	
Item Title	14e. Any bankruptcy case determined by court officials or NARA to have historical value.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0578-2018-0001-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	14f(1). All other case files. 2.5% of non-trial case files retired by each district each year.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Sampling will be done at the file level.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:400 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0578-2018-0001-0007	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	14f(2). All other case files. Case files exclusive of 14 a–e, and not selected per 14f(1).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0578-2025-0001-0001 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0578-2018-0001-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	14g(1). Adversary proceedings files. Proceedings terminated during or after trial.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:50 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0578-2018-0001-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	14g(2). Adversary proceedings files. Proceedings files determined by court officials or NARA to have historical value.
Is this item media neutral?	No

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Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off when case closes
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0578-2018-0001-0010	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	14g(3). Adversary proceedings files. Proceedings files containing orders or judgments affecting title to or lien on real property entered prior to August 1, 1983, not included under items retention g(1) or g(2), above.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0578-2025-0001-0002 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of csse.
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0578-2018-0001-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	14g(4)(a). Adversary proceedings files. All other proceedings files. 2.5% of non-trial case files retired by each district each year.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Sampling will be done at the file level.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 30 year(s) after close of case.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:100 gb
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1997 To: --/--/1998
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0578-2018-0001-0012	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	

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Item Title	14g(4)(b). Adversary proceedings files. All other proceedings files. Proceedings files exclusive of g(1)–(3), and not selected in the sample taken per g(4)(a).
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0578-2025-0001-0003 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Cut off when case closes
Retention Period	Destroy 50 year(s) after close of case.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/31/2024