

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0021-2025-0001

Status: APPROVED  
Date Approved: 05/19/2026

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## General Information

|  |   |
|--|---|
| Agency or Establishment  | Administrative Office of the United States Courts                           |
| Record/Scheduling Group  | 0021 - Records of District Courts of the United States                      |
| Records Schedule Applies To  | Agency-wide   |
| Schedule Subject   | Electronic Case Files (Temporary)   |
| Is There a Classified Version of This Schedule?                    | No  |
| Is consultation and coordination with Tribal Governments required? | No - the records covered by this schedule do not implicate Tribal interests |

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## Item Count

Total number of disposition items: 6

Number of Temporary disposition items: 6

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0021-2025-0001

| <b>Item #</b> | <b>Title</b>  | <b>Disposition</b> |
|---------------|---|--------------------|
| 0001          | Non Trial Criminal Cases that results in sentences of 15 yrs or less  | Temporary          |
| 0002          | Non-trial criminal cases that result in sentences between 15 and 30 years   | Temporary          |
| 0003          | Misdemeanor and petty offense proceedings conducted by U.S. magistrate judges in cases not assigned a district court docket number. | Temporary          |
| 0004          | All other criminal case files.  | Temporary          |
| 0005          | Other civil case files. All other case files not included in DAA-0021-2018-0002, items 0011-0016.                                   | Temporary          |
| 0006          | All Other Miscellaneous Case Files Not Identified as Permanent.   | Temporary          |

National Archives and Records Administration  
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Records Schedule Items

|   |   |                       |
|---|---|-----------------------|
| <b>DAA-0021-2025-0001-0001</b>  |   | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |   |                       |
| Item Title  | Non Trial Criminal Cases that results in sentences of 15 yrs or less  |                       |
| Item Description  | 6f(1) Non Trial Criminal Cases that results in sentences of 15 yrs or less, Other than those selected at permanent in DAA-0021-2018-0002, items 0001-0005, ie a. Criminal case files dated 1969 or earlier. b. criminal case files dated 1970 or later which were terminated during or after trial. c. Non-trial criminal cases relating to treason and national security, or to embezzlement, fraud, or bribery by a public official. d. Non-trial criminal case files resulting in death penalty. e. Any criminal case file 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  |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                       |
| Does this item supersede existing disposition authorities?                | Yes   |                       |
|   | Superseded Items  |                       |
| Superseded Item   | Item Superseded in Part?  | Explanation           |
| DAA-0021-2018-0002-0006   | No  |                       |
| Is this item a deviation from the GRS?                                    | No  |                       |
| <b>DISPOSITION INSTRUCTION</b>  |   |                       |
| Final Disposition   | Temporary   |                       |
| Cutoff Instructions   | Cut off when case closes  |                       |
| Retention Period  | Destroy 30 year(s) after case closes.   |                       |
| <b>ADDITIONAL INFORMATION</b>   |   |                       |
| Are any of the records covered by this item national security classified? | No  |                       |
| GAO Approval Required   | No  |                       |

|                                 |                       |
|---------------------------------|-----------------------|
| <b>DAA-0021-2025-0001-0002</b>  | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b> |                       |

National Archives and Records Administration  
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| Item Title  | Non-trial criminal cases that result in sentences between 15 and 30 years  |             |
| Item Description  | 6f(2) Non-trial criminal cases that result in sentences between 15 and 30 years, other than those selected as permanent in DAA-0021-2018-0002, items 0001-0005, ie a. Criminal case files dated 1969 or earlier. b. criminal case files dated 1970 or later which were terminated during or after trial. c. Non-trial criminal cases relating to treason and national security, or to embezzlement, fraud, or bribery by a public official. d. Non-trial criminal case files resulting in death penalty. e. Any criminal case file 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   |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |             |
| Does this item supersede existing disposition authorities?                | Yes  |             |
|   | Superseded Items   |             |
| Superseded Item   | Item Superseded in Part?   | Explanation |
| DAA-0021-2018-0002-0007   | No   |             |
| Is this item a deviation from the GRS?                                    | No   |             |
| <b>DISPOSITION INSTRUCTION</b>  |  |             |
| Final Disposition   | Temporary  |             |
| Cutoff Instructions   | Cut off when case closes   |             |
| Retention Period  | Destroy 30 year(s) after case closes.  |             |
| <b>ADDITIONAL INFORMATION</b>   |  |             |
| Are any of the records covered by this item national security classified? | No   |             |
| GAO Approval Required   | No   |             |

|                                 |   |
|---------------------------------|---|
| DAA-0021-2025-0001-0003         | <b>STATUS: Active</b>   |
| <b>ITEM GENERAL INFORMATION</b> |   |
| Item Title                      | Misdemeanor and petty offense proceedings conducted by U.S. magistrate judges in cases not assigned a district court docket number. |

National Archives and Records Administration  
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| Item Description  | 6g. Misdemeanor and petty offense proceedings conducted by U. S. magistrate judges in cases not assigned a district court docket number. |             |
| Is this item media neutral?   | No   |             |
| Media limitation  | Digital only   |             |
| Is this item a Big Bucket?  | No   |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |             |
| Does this item supersede existing disposition authorities?                | Yes  |             |
| Superseded Items  |  |             |
| Superseded Item   | Item Superseded in Part?   | Explanation |
| DAA-0021-2018-0002-0009   | No   |             |
| Is this item a deviation from the GRS?                                    | No   |             |
| <b>DISPOSITION INSTRUCTION</b>  |  |             |
| Final Disposition   | Temporary  |             |
| Cutoff Instructions   | Cut off when case closes   |             |
| Retention Period  | Destroy 30 year(s) after case closes.  |             |
| <b>ADDITIONAL INFORMATION</b>   |  |             |
| Are any of the records covered by this item national security classified? | No   |             |
| GAO Approval Required   | No   |             |

|   |  |                       |
|---|--|-----------------------|
| <b>DAA-0021-2025-0001-0004</b>                                      |  | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |                       |
| Item Title  | All other criminal case files.   |                       |
| Item Description  | 6h. All other criminal case files not included above and not included in DAA-0021-2018-0002, items 0001-0005. ie a. Criminal case files dated 1969 or earlier. b. criminal case files dated 1970 or later which were terminated during or after trial. c. Non-trial criminal cases relating to treason and national security, or to embezzlement, fraud, or bribery by a public official. d. Non-trial criminal case files resulting in death penalty. e. Any criminal case file 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   |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |                       |

National Archives and Records Administration  
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Records Schedule Number: DAA-0021-2025-0001

Status: APPROVED  
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|   |  |
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| Does this item supersede existing disposition authorities?                | Yes  |
| <b>Superseded Items</b>   |  |
| <b>Superseded Item</b>  | <b>Item Superseded in Part?      Explanation</b> |
| DAA-0021-2018-0002-0010   | No   |
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Cutoff Instructions   | Cut off when case closes.                        |
| Retention Period  | Destroy 30 year(s) after case closes             |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? | No   |
| GAO Approval Required   | No   |

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|---------------------------------|---|
| <b>DAA-0021-2025-0001-0005</b>  | <b>STATUS: Active</b>   |
| <b>ITEM GENERAL INFORMATION</b> |   |
| Item Title                      | Other civil case files. All other case files not included in DAA-0021-2018-0002, items 0011-0016. |

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| Item Description | <p>7b(6). Other civil case files. All other case files not included in DAA-0021-2018-0002, items 0011-0016. Cases include Nature of Suit codes 100 (Admiralty); 110 (Insurance); 120 (Marine (Contract)); 130 (Miller Act); 140 (Negotiable Instrument); 150 (Recovery of Overpayment and Enforcement of Judgment); 151 (Recovery of Overpayment of Medicare); 152 (Student Loans); 153 (Veteran's Benefits); 190 (Other Contracts); 193 (Hospital Care Act); 195 (Contract Product Liability); 196 (Franchise); 230 (Rent, Lease, Ejectment); 290 (All Other Real Property); 320 (Assault, Liable, and Slander); 330 (Federal Employers Liability); 340 (Marine Personal Injury); 345 (Marine Products Liability); 350 (Motor Vehicle); 355 (Motor Vehicle Product Liability); 361 (Workmen's Compensation); 380 (Other Personal Property Damage); 385 (Property Damage Product Liability); 420 (Bankruptcy Trustee); 421 (Bankruptcy Transfer); 422 (Bankruptcy Appeal); 423 (Bankruptcy Withdrawal); 450 (Commerce); 625 (Drug-Related Seizure of Property); 630 (Liquor Laws); 640 (Railroad and Truck); 650 (Airline Regulations); 660 (Occupational Safety and Health); 690 (Other Forfeiture and Penalty Act); 720 (Labor-Management Relations); 750 (Welfare Pension Plan Disclosure); 790 (Other Labor Litigations); 791 (Employment Retirement Income Security Act); 840 (Trademark); 860 (Social Security); 861 (Social Security Health Insurance); 863 (Social Security Disability Insurance); 864 (Social Security Supplemental Security Income); 865 (Social Security Retirement and Survivors' Benefits); 870 (Taxes); 871(IRS Third Party); 875 (Customer Challenge); 920 (Insanity); 940 (Substitute Trustee); 990 (Other); 992 (Local Jurisdictional Appeal) Permanent cases excluded are:</p> <ul style="list-style-type: none"><li>a. Domestic relations, adoption, mental incompetency, and probate files of the District of Columbia as defined in Pub. L. No. 91-358, and similar case files maintained by territorial district courts.</li><li>b. b(1). Other civil case files. Case files dated 1969 or earlier.</li><li>c. 7b(2). Other civil case files. Case files dated 1970 or later which are multi-district litigation, class actions, or go to trial.</li><li>d. 7b(3). Other civil case files regardless of procedural progress.</li><li>e. 7b(4). Other civil case files. Civil cases that progress to or past the "issue joined" stage before closing.</li><li>f. 7b(5). Other civil case files. Any civil case file determined by court officials or NARA to have historical value.</li></ul> |
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| Is this item media neutral?   | No                                    |
| Media limitation  | Digital only                          |
| Is this item a Big Bucket?  | No                                    |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |                                       |
| Does this item supersede existing disposition authorities?                | Yes                                   |
|   | Superseded Items                      |
| Superseded Item   | Item Superseded in Part? Explanation  |
| DAA-0021-2018-0002-0017   | No                                    |
| Is this item a deviation from the GRS?                                    | No                                    |
| <b>DISPOSITION INSTRUCTION</b>  |                                       |
| Final Disposition   | Temporary                             |
| Cutoff Instructions   | Cut off when case closes.             |
| Retention Period  | Destroy 30 year(s) after case closes. |
| <b>ADDITIONAL INFORMATION</b>   |                                       |
| Are any of the records covered by this item national security classified? | No                                    |
| GAO Approval Required   | No                                    |

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| DAA-0021-2025-0001-0006   | <b>STATUS: Active</b>  |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |
| Item Title  | All Other Miscellaneous Case Files Not Identified as Permanent.  |
| Item Description  | 13f 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 and not specifically mentioned in Guide to Judicial Policy items 13 a-d. a. Records selected as historical by Court and NARA personnel, b. Grand Jury proceedings, c. documents registered in a foreign case proceeding and assigned a miscellaneous case number, and d. attorney disbarment proceedings |
| Is this item media neutral?   | No   |
| Media limitation  | Digital only   |
| Is this item a Big Bucket?  | No   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |

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| Superseded Items  |   |
| Superseded Item   | Item Superseded in Part? Explanation          |
| DAA-0021-2018-0002-0019   | No  |
| Is this item a deviation from the GRS?                                    | No  |
| <b>DISPOSITION INSTRUCTION</b>  |   |
| Final Disposition   | Temporary                                     |
| Cutoff Instructions   | Cut off when case closes.                     |
| Retention Period  | Destroy 30 year(s) after date of last action. |
| <b>ADDITIONAL INFORMATION</b>   |   |
| 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 | Edward Forst (Acting Archivist) | 05/19/2026 |



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.