

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0116-2025-0001

Status: APPROVED
Date Approved: 05/19/2026

General Information

Agency or Establishment	Administrative Office of the United States Courts
Record/Scheduling Group	0116 - Records of the Administrative Office of the United States Courts
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Department of Program Services
Minor Subdivision	Court Services Office
Schedule Subject	Jury Plans
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Judicial Branch

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

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-0116-2025-0001

Item #	Title	Disposition
0001	Jury Plans	Temporary

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Records Schedule Items

DAA-0116-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Jury Plans	
Item Description	Each district must have a formal written plan for random selection of jurors. 28 U.S.C. § 1863(a). Each district court must email a copy of its approved jury plan and any amendments to the AO, pursuant to 28 U.S.C. § 1863(a) and Guide, Vol. 4, Ch. 3, § 320.30.40	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	RDS 29 item e	
Manual Title	Jury Plans	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Temporary	
Retention Period	Other: Destroy when plan is superseded by approved revised plan and when no longer needed for reference.	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	28 USC Section 1863(a)	
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.