

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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

1. FROM (Agency or establishment)  
 ADMINISTRATIVE OFFICE OF THE U.S. COURTS

2. MAJOR SUBDIVISION  
 OFFICE OF COURT PROGRAMS

3. MINOR SUBDIVISION  
 DISTRICT COURT ADMINISTRATION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
 Hilda F. Mayberry (202) 273-1439

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-116-96-2*

DATE RECEIVED *3-15-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *5-26-98* ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 2 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 *3/13/96* SIGNATURE OF AGENCY REPRESENTATIVE *Mike D'Onofrio* TITLE Interim Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Please see attached sheets for description of items and proposed disposition.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>SCHEDULE FOR THE DISPOSITION OF THE RECORDS OF UNITED STATES DISTRICT COURTS, TERRITORIAL DISTRICT COURTS, COURT OF INTERNATIONAL TRADE, UNITED STATES CLAIMS COURT, AND THE SPECIAL COURT, REGIONAL RAIL REORGANIZATION ACT OF 1973</u> (Disposition Schedule II)</p> <p><u>DISTRICT COURT ADMINISTRATION DIVISION</u></p> <p>The District Court Administration Division (DCAD) serves as liaison between the district courts and the Administrative Office on matters relating to the clerks of court, district court executives, pro se law clerks, court interpreters and court reporters. It assists the Director and the district courts in discharging their administrative responsibilities, implements staffing formulas for resource allocation, manages automation projects, and identifies and develops effective and efficient management procedures to assist the district courts in their operations.</p> <p><u>"Civil/Criminal Integrated Case Management System"</u>.</p> <p>Electronic docketing and case management system which also provides judicial and caseload statistics for transmission to the Administrative Office. Case information includes case number, participant names and types, attorneys and related attorney data, motions and orders filed, court deadlines, speedy trial data, hearing dates and locations, case disposition data, and other case administrative information.</p> <p>Disposition: <b>PERMANENT</b>. Copy closed or inactive cases to archives tapes. Transfer, with complete documentation, to National Archives every 5 years. <i>IN A</i> <i>FORMAT COMPATIBLE WITH 36 CFR 1228.188</i></p>		

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7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

2. "Jury Modernization System" -  
Miscellaneous Records of Proceedings.

Standardized, fully integrated automated jury management system to serve the Federal district courts. Construction of the master wheel includes source data from voters registration, drivers licenses and Census Bureau as dictated Jury Plan. Update cycle depends on local Jury Plan for Master Wheel Refill (1 to 4 years).

Disposition: Dispose 4 years after the master jury wheel has been emptied and refilled and all persons selected have completed jury service, unless extended by the court. 28 U.S.C. 1868. These records are not be transferred to a FRC.