

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<i>NCL-116-84-4</i>	
DATE RECEIVED	
<i>8-14-84</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-19-85</i> Date	<i>Frank S. Bunker</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Administrative Office of the U.S. Courts

2 MAJOR SUBDIVISION
Office of Court Reporting and Interpreting Services

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Charles Summers

5 TEL EXT
633-6057

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE <i>2/5/84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles W. Summers</i>	E. TITLE Chief, Records Management & Printing Branch
-------------------------	---	---

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p align="center"><u>Office of Court Reporting and Interpreting Services</u></p> <p>The Office of Court Reporting and Interpreting Services assists the Federal courts in establishing supervised court reporting services, developing court reporter management plans, and developing court interpreter certification programs.</p> <p>This office reviews court reporter management plans submitted by the district courts to ensure compliance with statutory requirements and sound management practices and makes recommendations to the Judicial Conference concerning court reporting policy.</p> <p><u>Legal Opinions.</u></p> <p>Legal opinions rendered by the General Counsel's Office and interpretations thereof for the Office of Court Reporters and Interpreting Services.</p> <p>Disposition: Destroy when superseded by subsequent opinion.</p> <p>All changes in this proposed schedule have been approved by:</p>		
	<p>NARA Appraiser Date <i>Carmelita S. Ryan 6/25/85</i></p> <p>Agency Representative Date <i>Charles W. Summers 6/25/85 (12 items)</i></p>		

115-107
Copy sent to AOUSC and NNF 9/24/85
CCR

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 3

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<u>Applications to Take Court Interpreters Written Test.</u> Disposition: Dispose of applications after the test has been administered and a record has been made of those passing this test.		
3.	<u>Court Reporter Management Plans and Management Review Reports.</u> Disposition: Dispose of these records when subsequent plans or reports are issued.		
4.	<u>Voucher for Attendance Fees for Contract Court Reporters (Form AO 336).</u> Disposition: Dispose of when one year old.		
5.	<u>Form AO 40A, Attendance and Transcripts of United States Court Reporters, Form AO 40B, Statement of Earnings of United States Court Reporters, and AO 40C, Electronic Court Recorder Operator Quarterly Report.</u> Disposition: Dispose of when 2 years old.		
6.	<u>Form CI-4, Court Interpreters Oral Examination Assessment Sheet.</u> Disposition: Dispose of assessment sheet of those passing test after recording test results. Maintain Form CI-4 until no longer needed for those failing the exam.		
7.	<u>Form CI-7, Court Interpreters Data Sheet.</u> Disposition: Destroy when subsequent exam is given or donate to a college, university, historical society or similar organization.		
8.	<u>Court Interpreter Exam Book.</u> Disposition: Maintain one record copy of each written or oral exam book. Destroy when obsolete. Dispose of all additional copies when exam is superseded by a new exam.		

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF
3 of 3

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	<p><u>Certified Court Interpreter List.</u></p> <p>Certification roster and files on Certification Program.</p> <p>Disposition: Update as required. Maintain until obsolete or no longer needed.</p>		
10.	<p><u>Implementation of Court Interpreters Act.</u></p> <p>Record copy of Court Interpreters Act, implementing directives, official testimony, Judicial Conference rulings, and documentation of the organization and functions of this program. These records are arranged by subject.</p> <p>Accumulated volume: 1/4 cubic foot.</p> <p>Anticipated volume: 1/16 cubic foot.</p> <p>Disposition: <u>Permanent. Offer to the National Archives when 25 years old. All other copies may be destroyed when superseded or obsolete.</u></p>		
11.	<p><u>Form AO 19, Authority to Incur Expense.</u></p> <p>Disposition: Destroy when 2 years old.</p>	GRS 3 Item 9a	
12.	<p><u>Form AO 20, Request for Travel Authorization.</u></p> <p>Disposition: Destroy when 3 years old.</p> <p>Certificate of General Accounting Office concurrence is not required for this records schedule.</p>	GRS 9 Item 4a	