

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NCI-116-85-4
1 FROM <i>(Agency or establishment)</i> Administrative Office of the United States Courts		DATE RECEIVED	12-20-84
2 MAJOR SUBDIVISION Criminal Justice Act Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER Charles Summers	5 TELEPHONE EXT 633-6057	DATE 12/12/86	ARCHIVIST OF THE UNITED STATES <i>Francis S. Bunk</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 4/11/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Charles W. Summers</i>	D TITLE <i>for</i> Chief, Records Management and Printing Br
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Criminal Justice Act Division</u></p> <p>The Criminal Justice Act Division provides guidance to the courts and assists them in complying with the provisions of the Criminal Justice Act and works with the courts and the Judicial Conference to develop improvements in the administration of this program.</p> <p><u>Legislation.</u></p> <p>Background material concerning pending legislation.</p> <p>Disposition: Review annually and destroy superseded documents. Do not transfer to a Federal Records Center (FRC).</p>		
2.	<p><u>CJA Legal Precedent Files.</u></p> <p>Background material concerning court proceedings and legal opinions in the area of criminal law.</p> <p>Disposition: Permanent. Transfer to the FRC when no longer needed for reference. Offer one copy to the National Archives when 25 years old. All other copies may be destroyed when no longer needed for reference.</p>		(in 5 year blocks)

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
3.	<p>Anticipated Volume: .5 cubic foot per year.</p> <p>Accumulated Volume: 4 cubic feet.</p> <p>Organization: Alphabetical order.</p> <p><u>Defender Subject Files.</u></p> <p>Correspondence and other records relating to the administration of Federal Public Defender offices.</p> <p>Disposition: Review annually and destroy superseded documents. Do not transfer to an FRC.</p>		
4.	<p><u>Conference, Seminar, and Official Meeting Files.</u></p> <p>Original agenda items, minutes of meetings, reports of the Judicial Conference, and other records relating to conferences, seminars, and meetings.</p> <p>Disposition: Permanent. Transfer to the FRC when no longer needed for reference. Offer one copy (in 5 year blocks) to the National Archives when 25 years old. All other copies may be destroyed when no longer needed for reference.</p> <p>Anticipated Volume: 2 cubic feet per year.</p> <p>Accumulated Volume: .18 cubic feet.</p> <p>Organization: Chronological order.</p>		
5.	<p><u>Official Criminal Justice Act Plan Files.</u></p> <p>United States District Court Plans for the composition, administration, and management of the panel of private attorneys under the Criminal Justice Act.</p> <p>Disposition: Dispose of these records when subsequent plans are issued.</p>		
6.	<p><u>Federal Public Defender Office Files.</u></p> <p>General records, as well as personnel, space, statistical, and procurement and property records.</p> <p>Disposition: Cut off annually. Transfer to FRC when 5 years old. Dispose when 10 years old.</p>		

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
7.	<p><u>Guidelines for Administration of the Criminal Justice Act Background Material.</u></p> <p>Background material used to prepare this manual.</p> <p>Disposition: Review annually and destroy background material of no further reference value.</p>		