

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	NC1-116-85-5
1 FROM <i>(Agency or establishment)</i> Administrative Office of the United States Courts		DATE RECEIVED	6/25/85
2 MAJOR SUBDIVISION Magistrates Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Charles Summers	633-6057	12-2-85	<i>Frank A. Burns</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 4 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
6/20/85	<i>Charles W Summers</i>	Chief, Records Management and Printing Branch

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>Magistrates Division</u></p> <p>The Magistrates Division provides general supervision, advice and assistance to the United States Magistrates' offices. In assisting the Director in these responsibilities, the Division coordinates the activities of and promulgates policies, directives, and procedures for these offices. The Division also coordinates closely with other elements of the Administrative Office and the Department of Justice to enhance the operations of the system of Magistrates' offices.</p> <p><u>Subject Files.</u></p> <p>General records, including GAO Reports, Criminal Justice Act files, background on appropriations, etc.</p> <p>Arrangement: Alphabetical.</p> <p>Accumulated Volume: 26 cubic feet.</p> <p>Anticipated Volume: 1 cubic foot per year.</p> <p>Disposition: Permanent. Review annually and destroy duplicate documents. Transfer to an FARC when 15 years old. Offer to National Archives when 25 years old <i>in 5 year blocks.</i></p>		<p>All changes to this proposed schedule have been approved by:</p> <p><i>Carmelita S. Ryan</i> 7/2/85 NARA appraiser Date</p> <p><i>Charles W. Summers</i> 7/2/85 Agency representative Date</p>

(13 items)

115-108 Copies sent to agency, NAF & NC on 12/2/85. CSR

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>Survey Reports for Magistrates' Positions.</u></p> <p>Records concerning yearly surveys used to support recommendations for Magistrates' positions.</p> <p>Arrangement: Numerically by Circuit and alphabetically by District.</p> <p>Accumulated Volume: 10 cubic feet.</p> <p>Anticipated Volume: 1 cubic foot per year.</p> <p>Disposition: Permanent. Offer to National Archives when 25 years old. All <input type="checkbox"/> copies may be destroyed when no longer needed.</p>		
3.	<p><u>Magistrates' Committee Files.</u></p> <p>Minutes of meetings, background material, and reports to the Judicial Conference.</p> <p>Arrangement: Chronological.</p> <p>Accumulated Volume: 9 cubic feet.</p> <p>Anticipated Volume: 1 cubic foot per year.</p> <p>Disposition: Permanent. Offer to National Archives when 25 years old. All <input type="checkbox"/> copies may be destroyed when superseded or obsolete.</p>		
4.	<p><u>United States Magistrates' Legal Manual.</u></p> <p>Policy and procedures for U.S. Magistrates in performance of their official duties.</p> <p>Disposition: Permanent. Offer to National Archives 10 years after issuance. All <input type="checkbox"/> copies may be destroyed when superseded or obsolete.</p>		

*in 5 year blocks.
duplicate*

*in 5 year blocks
duplicate*

duplicate

in 25 year blocks.

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5.	<p><u>United States Magistrates' Legal Manual Background Material.</u></p> <p>Background material used to prepare manual.</p> <p>Disposition: Review after each chapter is issued and destroy those records which will not be needed for future revisions. Dispose of these files 10 years after related chapter is issued. Do not transfer to a Federal Records Center (FARC).</p>		
6.	<p><u>Informational Memorandums.</u></p> <p>Disposition: Review annually and destroy superseded or obsolete memos. Retain one copy for reference purposes. Do not transfer to an FARC.</p>		
7.	<p><u>Forms JS 43 and JS 43A, Magistrates Monthly Report.</u></p> <p>Monthly reports providing statistics on caseload and workload in U.S. Magistrates' offices.</p> <p>Disposition: Dispose when 5 years old. Do not transfer to an FARC.</p>		
8.	<p><u>Form MD 1, Summary of Magistrates' Report.</u></p> <p>Chart prepared from information reported by Magistrates' offices on Forms JS 43 and JS 43A.</p> <p>Disposition: Dispose of when 5 years old.</p>		
9.	<p><u>Correspondence Concerning Legal Assistants and Clerical Assistance.</u></p> <p>Disposition: Destroy when 2 years old or when no longer needed, whichever is sooner.</p>		

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10.	<p><u>Pending Legislation and Public Laws.</u></p> <p>Background material on legislation and public laws affecting Magistrates.</p> <p>Disposition: Review annually and destroy obsolete documents. Destroy 15 years after legislation is enacted. Do not transfer to an FARC.</p>		
11.	<p><u>Local Rules.</u></p> <p>Disposition: Maintain one current copy of local rules for each District. Dispose of all superseded or duplicate copies. Do not transfer to an FARC.</p>		
12.	<p><u>Magistrates' Personnel Records.</u></p> <p>FBI reports, background check, and other papers relating to appointment of Magistrate.</p> <p>Disposition: Retain file for active Magistrate. Destroy when Magistrate dies, retires, or is not appointed. Do not transfer to an FARC.</p>		
13.	<p><u>District and Circuit Court Files.</u></p> <p>Copies of orders, memoranda, correspondence, etc., pertaining to particular courts.</p> <p>Arrangement: Numerically by Circuit and alphabetically by District.</p> <p>Accumulated Volume: 32 cubic feet.</p> <p>Anticipated Volume: 2 cubic feet.</p> <p>Disposition: Permanent. Cut off file when 5 years old. Purge file of all <u>duplicate</u> documents at that time. Transfer to FARC when 15 years old. Offer to National Archives when 25 years old <i>in 5 year blocks.</i></p>		

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14.	<p><u>Complaints from the Public.</u></p> <p>Complaints from the Congress and individuals concerning the United States Magistrates.</p> <p>Disposition: Maintain files on unresolved matters. Review annually and dispose of all material relating to matters which have been resolved. Do not transfer to a Federal Records Center (FARC).</p>		