

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

**LEAVE BLANK**

JOB NO  
NCL-321-81-2

DATE RECEIVED  
**February 20, 1981**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**WITHDRAWN**

Date                      Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Federal Judiciary

2. MAJOR SUBDIVISION District and Bankruptcy Courts, Court of Claims, and Court of International Trade

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Ann Longanbach

5. TEL. EXT.  
633-6184

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 8 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 <u>2/5/81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Rick McBride</u>	E. TITLE Agency Records Officer
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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
	<p><u>Records of U.S. District Courts, Court of Claims, Court of International Trade, Bankruptcy Courts, and Territorial District Courts</u></p> <p><del>This request for records disposition authority extends existing disposition authority for records of U.S. and Territorial District Courts, Court of Claims, and Bankruptcy Courts (granted under Job No. NCL-21-80-5), to records of the U.S. of International Trade Court. The request excludes the personal files of Federal judges and the records of Federal public defenders. The attached schedule, as approved by the Judicial Conference of the United States, supersedes all previously approved disposition schedules for these components of the judiciary. The description of Item A4b(5) of the previously approved schedule (Job No. NCL-21-80-5) has been reworded in order to incorporate a clear reference to case files of the Court of International Trade.</del></p>		<p align="center">WITHDRAWN superseded by NCL-321-83-1</p>

SCHEDULE FOR THE DISPOSITION OF THE RECORDS OF UNITED STATES DISTRICT COURTS, COURT OF CLAIMS, COURT OF INTERNATIONAL TRADE, BANKRUPTCY COURTS, AND TERRITORIAL DISTRICT COURTS

INTRODUCTION:

This schedule for the disposition of the records of the United States district courts, Court of Claims, Court of International Trade, the bankruptcy courts, and territorial district courts has been established by the Judicial Conference of the United States. This schedule is mandatory. It is intended to apply to all existing records of these courts, except the personal files of judges of the district courts; the Court of Claims; and the Court of International Trade; bankruptcy judges; territorial district judges; and the records of federal public defenders. It does not supersede any provision of law requiring the retention of a document or record for a specified period. To the extent that the retention periods specified in this schedule vary from any statutory provision, the longer period of retention, whether in the statute or in the schedule, shall apply.

Records of historical value are designated "Permanent" in this schedule, generally at the request of the National Archives and Records Service. Such records normally are offered for transfer to the legal custody of the National Archives and Records Service when 25 years old, but may be transferred earlier if the court no longer has administrative or legal need for them. Records designated "Disposal Not Authorized" in this schedule are those determined by the Judicial Conference of the United States to require continued preservation for legal or other purposes. Records designated "Permanent" and "Disposal Not Authorized" may not be destroyed or alienated from Federal custody under any circumstances. The National Archives and Records Service will select historical records from the old case files in the records centers, and its personnel

may wish to consult with the courts as to the disposition of the old records.

The "date of final action" as used in the schedule means the date of the docket entry closing the case in the court, or recording the mandate of an appellate court affirming court action.

DISPOSITION SCHEDULE

<u>Type of Record</u>	<u>Disposition</u>
A. <u>Case Records</u>	
All records resulting from the docketing and processing of a case in a court that pertain to that particular case	
1. Expunged records	Destroy upon entry of court order of expunction
2. Sealed records - those case records which have been sealed by court order while such court order is in effect. Keep all sealed records at the court unless the court otherwise directs	Disposal not authorized, unless order sealing records (1) is vacated by the court, or (2) provides for disposal in accordance with the provisions of this schedule

<u>Type of Record</u>	<u>Disposition</u>
3. Criminal case files, including transcripts	
a. Case files dated 1911 or earlier	Permanent
b. Case files dated between 1912 and 1979 resulting in appeals or acquit- tals	Permanent
c. Case files dated 1980 or later which are significant cases selected by circuit Archives History Committees	Permanent
d. All other cases	Dispose 23 years after date of final action, unless donated to a college, university, historical society, or similar organi- zation
4. Civil case files, including transcripts	
a. Domestic relations, adoption, mental incompetency, and probate files of the District of	Disposal Not Authorized

<u>Type of Record</u>	<u>Disposition</u>
Columbia and territorial district courts	
b. Other civil case files	
(1) Case files dated 1911 or earlier	Permanent
(2) Case files dated between 1912 and 1979 which resulted in appeals or dealt with reapportionment	Permanent
(3) Case files dated 1980 or later which are significant cases selected by circuit Archives History Committees	Permanent
(4) Files of cases requiring enforcement of injunctive decrees or involving title to real property and	Dispose 10 years after date of final action or a longer period as the court may direct

Type of Record

Disposition

files required  
to be retained  
under state  
law, not cov-  
ered by  
4.b.(1), (2),  
and (3) above

- (5) All case files  
other than  
those covered  
in 4.b(1) thru  
(4), including  
all case files  
of the Court of  
International  
Trade

Dispose 10 years  
after date of  
final action,  
unless donated  
to a college,  
university,  
historical  
society, or  
similar organi-  
zation

- c. Case files of the  
Court of Claims

Permanent

5. Bankruptcy case files

- a. Case files created  
under the  
Bankruptcy Acts of  
1800, 1841, and  
1867

Permanent

- b. Case files created  
under the 1898  
Bankruptcy Act and  
subsequent  
bankruptcy acts,  
except 5.c. below

Dispose 20 years  
after date of  
final action,  
unless donated  
to a college,  
university,  
historical

<u>Type of Record</u>	<u>Disposition</u>
	society, or similar organization
c. Case files dated 1980 or later which are significant cases selected by the circuit Archives History Committees	Permanent
6. Bankruptcy claims registers, if maintained separately	Dispose 10 years after date of final action
7. Magistrates case files	
a. Minor and petty offense case files	Dispose 5 years after date of final action
b. Violation notices	Dispose 90 days after posting and forfeiture of collateral or dismissal
8. Docket sheets	
a. Dockets of U.S. Commissioners and magistrates in petty offense cases	Dispose 5 years after final action
b. Dockets of U.S. Commissioners and	Disposal Not Authorized

<u>Type of Records</u>	<u>Disposition</u>
magistrates in minor offense cases	
c. All other docket sheets	Permanent
9. Case indices	Permanent
10. Judgment and order books	
a. Records dated 1911 or earlier	Permanent
b. Records postdating 1911	Disposal Not Authorized
11. Probation files	
a. Supervisory case files, including investigation and supervision data	Dispose 10 years after termination of supervision
b. Investigation files on individuals not under supervision of probation office, including files of Pretrial Services Agencies	Dispose 10 years after completion of investigation
12. Court reporters' records	
a. Original notes of proceedings, 28 U.S.C. §753(b)	Dispose when 10 years old

Type of Record

Disposition

- |   |  |
|---|--|
| b. Sound recordings of arraignments, pleas, and sentences in criminal cases | Dispose 23 years after date of final action                |
| c. Recordings (tape) used as back-up to notetaking                          | Dispose when 6 months old (tapes may be erased and reused) |

B. Miscellaneous Records

All records other than case records which pertain to the proceedings of the court

- |  |   |
|--|---|
| 1. Minute sheets   | Permanent, if maintained outside the case file                      |
| 2. Jury records. All records and papers compiled and maintained by the jury commission or clerk before the master wheel is emptied, 28 U.S.C. 1868                 | Dispose 4 years after the master jury wheel is emptied and refilled |
| 3. Grand jury proceedings. Note: The recording or reporters' notes, or any transcript prepared therefrom, remain in the custody or control of the attorney for the | Dispose as directed by the court                                    |

<u>Type of Record</u>	<u>Disposition</u>
government unless otherwise ordered by the court in a particular case. Rule 6 (e) (1), F.R.Cr.P.	
4. Attorney admission records	
a. Rolls of Attorneys	
(1) Records dated 1911 or earlier	Permanent
(2) Records post-dating 1911	Disposal Not Authorized
b. Records relative to disciplinary actions	Disposal Not Authorized
c. Other records	Dispose when 5 years old
5. Naturalization records. Petitions for naturalization, declarations of intention, naturalization certifications, and index to certificates, 8 U.S.C. 1450	Permanent
6. Notices of Federal tax liens	Disposal Not Authorized
7. Appointments of process agents by surety companies	Disposal Not Authorized

Type of Record

Disposition

8. Documents required by law to be filed with the clerk

Disposal Not Authorized

C. Administrative Records

All records relating to personnel, finance, and other administrative activities commonly performed by all federal agencies

1. Personnel

a. Leave slips

Dispose when 1 year old

b. Leave charts and records

Dispose 3 years after date of record

c. Working files for court personnel

Dispose 1 year after separation of employee

2. Financial records

Dispose 7 years after date of final transaction

3. Personal property records, including documents relating to acquisition and disposition of property

Dispose 7 years after date of final transaction

4. General correspondence

Dispose 5 years

Type of Record

Disposition

files, including all  
other administrative  
records

after close of  
file

5. Records Transmittal  
and Receipt (SF 135)

Disposal Not  
Authorized

NOTE: The Archivist of the United States retains the authority to accession as part of the National Archives of the United States any records having historical or other value upon the expiration of the retention period specified in this schedule. See Chapter 33 of Title 44, United States Code. The recommendations of the circuit Archives History Committees are advisory only and are not binding on the National Archives and Records Service.