

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)  
Department of Justice

2. MAJOR SUBDIVISION

Office of Solicitor General

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

*Emily Spadoni*  
Emily Spadoni

5. TELEPHONE

202-514-2217

## 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

9/24/98

SIGNATURE OF AGENCY REPRESENTATIVE

*Bernard W. Berglind*  
Bernard W. Berglind

TITLE

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 GRS OR SUPERSEDED JOB CITATION	10.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><b>SOLICITOR GENERAL DOCKET CARDS</b></p> <p>The docket cards were used to record the history of a case. This included any Supreme Court orders, motions, petitions, jurisdictional statements, briefs, and other documents received in a case. The information assisted the attorneys in OSG to track the history of a case before the Supreme Court. The docket cards in textual form were discontinued in 1992. The information from 1993 on is maintained in electronic form.</p>		

## REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER  
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ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR - SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>Textual Docket Cards.</b> The 6" x 8" card consisted of the Supreme Court docket number; case title; DOJ division or outside agency assigned to the case; docket date; petition served date; lower court data; briefs, motions, applications &amp; correspondence received by the OSG; orders issued by the Supreme Court; opposing counsel; and OSG Deputy &amp; attorney assigned the case.</p> <p><b>Disposition: Temporary.</b></p> <p>a. Transfer immediately, by year, docket cards from the 1984 to 1992 terms to the Washington National Records Center. Destroy after 25 years as per attached sheet.</p> <p>b. Destroy immediately all docket cards prior to the 1984 term. <b>EXCEPTION</b> - one box of cards, dated 1927, held in records management office as an example of earlier record keeping. These are to be destroyed when no longer needed for official use.</p>		
2.	<p><b>Electronic version</b> of records created after 1992, <del>by the electronic mail and word processing applications.</del></p> <p><b>Disposition: Temporary.</b> <del>Delete when file copy is no longer needed for reference or updating.</del></p> <p><i>Delete from tracking system 25 years after close of case.</i></p> <p><b>All changes to this proposed schedule have been approved by:</b></p> <p><i>Cary Conn</i> <i>4/22/99</i> <i>Banadon Blyden</i> <i>4/22/99</i> NARA appraiser date Agency representative date</p>		

**Reference Item 1a.**

<b><u>Year of Record</u></b>	<b><u>Destruction Date</u></b>
1984	2010
1985	2011
1986	2012
1987	2013
1988	2014
1989	2015
1990	2016
1991	2017
1992	2018