

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-116-12-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/10/2022

ACTIVE ITEMS


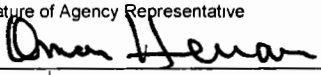
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 3a is superseded by DAA-0116-2014-0001-0002 and DAA-0116-2014-0001-0003.

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-116-12-1	
1 From (Agency or establishment) Administrative Office of the United States Courts (AOUSC)		Date Received 2/22/12	
2 Major Subdivision Office of the Director		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 Minor Subdivision			
4 Name of Person with whom to confer Omar Herran	5 Telephone (include area code) 202-502-1127	Date 11 JUL 2013	Archivist of the United States 
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 <u>4</u> 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title Judiciary Records Officer	
		Date (mm/dd/yyyy) 02/22/2012	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Please see attached pages for description of items and proposed dispositions		

<u>Item</u>	<u>Description of Item and Proposed Disposition</u>	
1	<p>AO Internal Task Force and Working Group Records: Consists of AO internal office representatives established by the Director of the Administrative Office (AO) and organized for the purpose of providing advice and input to the Director's Office regarding specific AO programs, issues or topics (e.g. budget, cost containment, staffing, procurement)</p> <p>Includes records relating to the establishment, organization, membership and policies of internal task forces and working groups, agendas, meeting summaries/minutes, final reports, and related records documenting the accomplishments of official internal groups</p> <p>TEMPORARY. Destroy when 3 years old or when no longer needed for reference purposes</p>	
2	<p>Briefing Books: Briefing books on important issues for briefings by and for the director, deputy director and assistant directors Prepared by various AO offices for high-level meetings and conferences Contain schedules, agendas, topics of discussion, issues and talking points, biographies, summary and/or position papers, and other information and background materials</p> <p>a Official Record Set. One copy maintained by the office of record</p> <p>PERMANENT Cut off at the end of the calendar year Transfer to a FRC 5 years after cut off Offer to NARA 20 years after cut off</p> <p>b All Other Copies kept for reference purposes</p> <p>TEMPORARY Destroy when no longer needed for reference</p> <p>c Background Material to include preliminary drafts</p> <p>TEMPORARY Destroy when no longer needed for reference</p>	

<u>Item</u>	<u>Description of Item and Proposed Disposition</u>	GRS or Superseded <u>Job Citation</u>
3	<p data-bbox="398 212 816 239">Correspondence and Subject Files</p> <p data-bbox="398 275 1113 338">a. Correspondence signed or approved by the Director or Deputy Director</p> <p data-bbox="398 380 1058 516">Incoming (i.e., control binders) and outgoing (i.e., day books) correspondence, reports, studies, memoranda and other documents approved or signed by the director or deputy director that</p> <ul data-bbox="452 558 1050 768" style="list-style-type: none"> <li data-bbox="452 558 1050 695">• Prescribe judiciary policies, program and objectives, formulation and implementation of plans, responses, and decisions on matters of major policy impact, or <li data-bbox="452 701 1050 768">• provide operational and managerial guidance to all organizational segments of the judiciary <p data-bbox="398 810 1067 915">PERMANENT Cut off at the end of the calendar year Transfer to a FRC 10 years after cut off Offer to NARA 25 years after cut off</p> <p data-bbox="398 957 885 984">b. Subject Files. Office of the Director.</p> <p data-bbox="398 1026 1100 1163">General background information, reports, special studies, Special projects and working papers relating to a variety Of matters regarding the management and oversight of AO programs, plans, and policies</p> <p data-bbox="398 1205 1058 1302">TEMPORARY Cut off at the end of the calendar year Transfer to a FRC 10 years after cut off Destroy when 50 years old</p>	

<u>Item</u>	<u>Description of Item and Proposed Disposition</u>	<u>GRS or Superseded Job Citation</u>
4	<p>Formal Directives (Policies) and Procedures</p> <p>a. Policy Directives: Documentation of policy guidance for the Judiciary (e.g., <i>Guide to Judiciary Policies and Procedures</i> (Legacy Guide) and the <i>Guide to Judiciary Policy</i> (Redesigned Guide) Includes <i>Guide Blue Folders</i> containing the reviewers' comments and the Director's formal approval of the transmittal of changes/revisions</p>	N1-116-90-2
	<p>PERMANENT Cut off at the end of the calendar year</p> <p>Transfer paper records to a FRC 5 years after cut off Offer to NARA when 40 years old or when no longer needed, whichever is later</p>	
	<p>b. Procedural Manuals: Procedural manuals previously in the Legacy Guide that were migrated into manuals such as the District Clerks' Manual and the Bankruptcy Clerks' Manual that provide procedural guidance for implementing policies</p>	
	<p>PERMANENT Cut off at the end of the calendar year Transfer paper to a FRC 5 years after cut off Offer to NARA when 25 years old</p>	
	<p>c. Supporting Files</p> <p>Formal review documents of draft policies and procedures with comments and questions, and related miscellaneous papers Also includes materials that document the redesign of the Guide</p>	
	<p>TEMPORARY Cut off at the end of the calendar year Destroy when 10 years old</p>	

<u>Item</u>	<u>Description of Item and Proposed Disposition</u>	GRS or Superseded <u>Job Citation</u>
5	<p>Tracking and Control Records – Correspondence Control Management (CCM) System: A relational database management system used to track and locate correspondence. Individual offices maintain their own separate database. The system assigns a unique number for each piece of correspondence or document to be tracked. The system <u>does not</u> contain copies of documents.</p> <p>Data entered into the database contains information such as input date, due date, assigned to, priority level, document type, and author.</p> <p>TEMPORARY Cut off at the end of the calendar year. Delete 10 years after cutoff or when no longer needed.</p>	
6	<p>Schedules of Daily Activities: Calendars, appointment books, schedules, logs, diaries and other records documenting meetings, appointments, telephone calls, trips, visits and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.</p> <p>a. Substantive Information Related to Official Activities of the Director and Deputy Director</p> <p>Unique substantive records relating to the official activities of the Director or Deputy Director, the substance of which has not been incorporated into official files.</p> <p>PERMANENT Cut off at the end of the calendar year and print to paper. Offer to NARA when 15 years old.</p>	