

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0276-2023-0001

Status: APPROVED
Date Approved: 10/31/2024

General Information

Agency or Establishment	Administrative Office of the United States Courts
Record/Scheduling Group	0276 - Records of the United States Courts of Appeals
Records Schedule Applies To	Agency-wide
Schedule Subject	Court-wide Standing Orders (applies to Record Groups 276 and 504)
Additional Schedule Information	Includes General Orders and Administrative Orders of the Court Orders describing administrative policies, procedural matters, and guidance, court or division-wide in scope. This category does not include case-specific or judge-specific preference orders. Records include the final order and may be accompanied by back-up documentation and/or execution instructions.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Exempt from requirement - Judicial Branch

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0276-2023-0001

Item #	Title	Disposition
0001	RDS1 B(5)a. Court-wide Standing Orders that address manners in which the courts carry out their constitutional and statutory duties (applies to record groups 276 and 504).	Permanent
0002	RDS1 B(5)b. Court-wide Standing Orders that have no constitutional, statutory or adjudicatory significance (applies to record groups 276 and 504).	Temporary

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Records Schedule Items

DAA-0276-2023-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	RDS1 B(5)a. Court-wide Standing Orders that address manners in which the courts carry out their constitutional and statutory duties (applies to record groups 276 and 504).	
Item Description	Orders that address the manners in which the courts carry out their constitutional and statutory duties (e.g., Orders of direct concern to or that impact the litigants; regulation of use of electronic devices in the courthouse; procedure for filing documents under seal; rules governing applications for attorneys' fees; redaction of personal identifiers to comply with the E-Government Act; matters related to attorney admissions and/or discipline; guidelines governing electronic filing; guidelines on alternative dispute resolution settlement, or mediation; matters related to naturalization ceremonies and hearings)	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when superseded or abrogated.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after superseded or abrogated	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:10 cf ; Textual data:100 mb	
Approximate first year of records covered by this authority	1960	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/03/1960 To: 12/31/2010	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0276-2023-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	RDS1 B(5)b. Court-wide Standing Orders that have no constitutional, statutory or adjudicatory significance (applies to record groups 276 and 504).
Item Description	Orders that have no constitutional, statutory or adjudicatory significance (e.g. matters related to PACER fees; Guidelines on the use of non-appropriated funds; matters of court scheduling, hours of operation; directives to court personnel; matters related to internal court resources, space and personnel; matters related to internal court-wide and/or divisional workload; court appointments; Criminal Justice Act panel, emergencies or the implementation of temporary procedures (e.g. natural disaster, COVID); matters regarding court security)
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when superseded or abrogated.
Retention Period	Destroy 3 year(s) after superseded or abrogated.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/31/2024