

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-116-03-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-26-2002</i>	
1 FROM (Agency or establishment) Administrative Office of the U.S. Courts		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Internal Services			
3 MINOR SUBDIVISION Information Management Services Division			
4 NAME OF PERSON WITH WHOM TO CONFER Patricia A. Kelly	5. TELEPHONE 202-502-1577	DATE <i>2/28/2003</i>	ARCHIVIST OF THE UNITED STATES <i>Howard J. Lowry</i>
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 ___ 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; or <input type="checkbox"/> has been requested.			
DATE <i>7/3/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE Michael R. Burke <i>MR Burke</i>		TITLE Senior Management Analyst

7. Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets for description of items and proposed dispositions.		

cc Agency, NR, NWMW, NWM D

7 Item No	8 DESCRIPTION OF RECORDS AND PROPOSED DISPOSITION	9 GRS SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><u>Long Range Facility Plans</u></p> <p>AO's original copy of courts' long range facility plans Covers current and future space issues, by district Projecting the next 30 years, these plans contain data regarding personnel, caseload and space Includes charts, graphs and a narrative Prepared by and AO contractor every 3-5 years, they are used to project court staffing levels</p> <p>Temporary Retain in the office for 5 years after approved by the chief judge, then send to a records center Destroy when 8 years old</p>		
2	<p><u>Electronic Mail and Word Processing System Copies</u></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination</p> <p>DISPOSITION Temporary</p> <p>a Copies that have no further administrative after the recordkeeping copy is made Included copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p> <p>Disposition Temporary Destroy/delete with 180 days after the record keeping copy has been produced</p> <p>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p> <p>Disposition Temporary Destroy/delete when dissemination, revision, or updating is completed</p>		