

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES - LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI 876-92-2</i>	DATE RECEIVED <i>3-11-92</i>
1. FROM (Agency or establishment) Federal Judicial Center (FJC)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Michael B. Gross	5. TELEPHONE 202-633-6347	DATE <i>7-1-94</i>	ARCHIVIST OF THE UNITED STATES <i>Audrey Huskamp Peterson</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 <u>14</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; or <input type="checkbox"/> has been requested.			
DATE 2/26/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>MB Gross</i>	TITLE Administrative Services Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)																																							
	<p>The attachment with table of contents is a complete listing of FJC records (with the exception of electronic records which are attached under a separate SF 115) not approved for disposition previously. Non-record material and FJC records covered by the General Records Schedules have been omitted on this submission. This accounts for missing item numbers which will be included on the FJC published Records Schedule after NARA approval of the attachment. The total volume and estimated annual accumulations for permanent items is provided as follows:</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Total Volume (In Cubic Feet)</th> <th>Annual Accumulations (In Feet Per Year)</th> </tr> </thead> <tbody> <tr><td>A. 4a</td><td>30</td><td>1-2</td></tr> <tr><td>B. 1</td><td>50</td><td>5</td></tr> <tr><td>B. 2</td><td>4</td><td>1</td></tr> <tr><td>B. 3</td><td>5</td><td>2</td></tr> <tr><td>B. 4</td><td>2</td><td>less than 1</td></tr> <tr><td>B. 5</td><td>5</td><td>less than 1</td></tr> <tr><td>C. 13</td><td>10</td><td>2</td></tr> <tr><td>C. 14</td><td>3</td><td>less than 1</td></tr> <tr><td>C. 15</td><td>9</td><td>less than 1</td></tr> <tr><td>D. 1</td><td>10</td><td>1</td></tr> <tr><td>D. 2a</td><td>50</td><td>12</td></tr> <tr><td>E. 1</td><td>5</td><td>less than 1</td></tr> </tbody> </table>	Item No.	Total Volume (In Cubic Feet)	Annual Accumulations (In Feet Per Year)	A. 4a	30	1-2	B. 1	50	5	B. 2	4	1	B. 3	5	2	B. 4	2	less than 1	B. 5	5	less than 1	C. 13	10	2	C. 14	3	less than 1	C. 15	9	less than 1	D. 1	10	1	D. 2a	50	12	E. 1	5	less than 1		
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Copies sent to agency, NN-W, NNS, NNT, NCF, NIA 7/31/94

FEDERAL JUDICIAL CENTER
RECORDS RETENTION AND DISPOSITION SCHEDULE

**FEDERAL JUDICIAL CENTER
RECORDS RETENTION AND DISPOSITION SCHEDULE**

Table of Contents

A.	Records Common to Most FJC Offices	3
B.	Office of the Director and the Deputy Director	6
C.	General Administration Division	8
D.	Court Education Division	14
E.	Judicial Education Division	16
F.	Planning and Technology Division	18
G.	Publications and Media Division	19
H.	Research Division	22

A. RECORDS COMMON TO MOST FJC OFFICES

1. Program Correspondence and General Subject Files

Record copies of incoming and outgoing correspondence, reports, memoranda, and similar material of a general nature pertaining to the substantive or program activities of the Federal Judicial Center. Excluded are duplicate material and copies of correspondence kept for reference use and administrative files as described in item 2 below.

For disposition instructions, see the item descriptions contained in the separate records series listings for FJC offices and divisions.

2. Administrative Files

Records relating to the internal management or general administration of a division or office. These records often include copies of reports and correspondence officially filed elsewhere and papers relating to housekeeping-type services from the division responsible for providing them.

a)General management files: records concerning internal office procedures not pertaining to the mission or function of a division.

Destroy when 2 years old or sooner if purpose is served.

b)Facilities files: records relating to requests for custodial services, telephone installation, etc.

Destroy when 2 years old or sooner if purpose is served.

c)Supply files: files relating to routine office supplies and equipment.

Destroy when 2 years old or sooner if purpose is served.

d)Financial files: files relating to the expenditure of funds such as receipts, invoices, copies of contracts, vouchers, and similar materials which are duplicates of those maintained officially in the Office of Financial Management.

Destroy when 2 years old or sooner if purpose is served.

e)Personnel files: unofficial personnel folders maintained by division consisting of documents which are duplicates of papers placed in official personnel folders maintained in the Personnel Office.

Destroy after separation or transfer of employee.

f)Copies of time and attendance reports

Destroy 6 months after the end of the pay period.

g)Budget work sheets

Destroy 1 year after the close of the fiscal year covered by the budget.

3. Reading or Chronological Files

Copies of correspondence and other papers maintained by the originating office used solely as a reading or reference file for convenience.

Destroy when 2 years old. For exception see Item B.3.

4. Publications

a) ONE copy of each official publication prepared including reports, handbooks, manuals, seminar programs, pamphlets, posters, brochures, etc. Arranged by publication type and chronologically thereunder.

Permanent. Cut off files annually and retire to WNRC upon accumulation of 1 cubic foot. Transfer to the National Archives in 5-year blocks when 5 to 10 years old.

b) Reference publications: copies of internal or external publications maintained for reference.

Destroy when 3 years old or sooner if purpose is served.

5. Policy and Procedures Files

Documents establishing policy and procedure.

a) Files maintained by an office or division, with record copies sent to the Center Director's office, for which the policy or procedure is an integral program function.

See disposition instructions for Subject Files listed for FJC offices and divisions.

b) Copies of operating policy and procedure for convenience of reference.

Destroy when 2 years old or sooner if purpose is served.

6. Electronic Records

a) Word processing files

Correspondence, reports, and messages created on a personal computer and then used to produce a record copy (hard copy).

Make hard copy and follow retention schedule for textual record.

b) Master files

Electronic data files

1) Data file which replaces a textual record.

Follow retention for textual record.

2) Data files containing fiscal information which is subject to audit.

Destroy 2 years after audit.

B. OFFICE OF THE DIRECTOR AND THE DEPUTY DIRECTOR

See A. RECORDS COMMON TO MOST FJC OFFICES for administrative (housekeeping) files, chronological files, publications, electronic records and any other documentary material not specifically listed below.

1. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of FJC programs including the activities of the FJC Foundation and the FJC Board. The files are subdivided into the following subject areas and arranged by subject thereunder.

- a. FJC board and committees
- b. Organization and policies

Permanent. Retain as active files and transfer to the National Archives when 20 years old.

- c. Research (includes Sentencing and Asbestos categories)
- d. Education
- e. Technology and planning
- f. Judiciary matters - specific
- g. Congressional affairs/legislation and testimony
- h. Speeches and articles of the director and others
- i. Interjudicial affairs
- j. Judicial history
- k. calendars

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

2. Administrative Files

Records relating to the internal management or general administration of the Director's office and the FJC in general. Copies of reports and correspondence officially filed elsewhere and papers relating to housekeeping type services.

- a. supplies & facilities
- b. personnel
- c. budget and finance, staff travel records
- d. miscellaneous affiliated organizations
- e. publications & media
- ~~f. calendars~~
- f g. judiciary matters - generally

Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

Per telephone conversation w/ Pat Richter 6/16/94 - gmr

see above

3. Chronological Files

Permanent. Cut off files annually and retire to WNRC when 5 years old or at end of Director's tenure. Transfer to the National Archives when 20 years old.

C. GENERAL ADMINISTRATION DIVISION

See A. RECORDS COMMON TO MOST FJC OFFICES for administrative (housekeeping) files, chronological files, publications, electronic records and any other documentary material not specifically listed below.

ADMINISTRATIVE SERVICES OFFICE

1. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the office

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

2. Administrative Files

Records relating to the internal management or general administration of the office.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

3. Routine Procurement Files

Copies of contracts, purchase orders, and related documentation.

Destroy when 2 years old or sooner if purpose is served.

4. Solicited and Unsolicited Bids and Proposals Files

Solicited and unsolicited unsuccessful bids and proposals relating to small purchases as defined in the FAR, 48 CFR part 13.

Destroy 2 years after date of award or final payment, whichever is later.

5. Supply Requisition Files

Destroy when 2 years old or sooner if purpose is served.

6. Inventory Lists Files

Destroy 2 years after date of list.

7. Excess Personal Property Files

Destroy when 3 years old.

FINANCIAL MANAGEMENT OFFICE (OFM)

8. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the office.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

9. Administrative Files

Records relating to the internal management or general administration of the office.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

10. Purchase Order Files

Copies of purchase orders with pertinent supporting documentation.

a) Transactions of more than \$25,000

Cut off files after final payment and retire to WNRC 3 years thereafter. Destroy 6 years 3 months after final payment.

b) Transactions of less than \$25,000

Destroy 3 years after final payment.

11. Travel Authorization (TA) Files

a) TAs where FJC initiates the actual disbursement.

Cut off files annually and retire to WNRC when 3 years old. Destroy when 6 years 3 months old.

b) Other TAs

1) Over \$100

Cut off files annually and retire to WNRC when 3 years old. Destroy when 6 years old.

2) Under \$100

Destroy when 3 years old.

12. Invoices/Credits Files

FJC copies (originals are sent to the Administrative Office of the Courts to support accountable officer's account).

Destroy when 1 year old.

13. Procurement/Accounting Documents Received/Processed by OFM

a)Originals

Destroy when 3 years old.

b)Copies

Destroy when 2 years old.

14. Seminar Fund Files

Files provide a tracking (electronic) and historical (textual) record of all deposits and disbursements to the Seminar Fund with copies of all supporting documentation such as invoices, division memoranda, deposit slips, and canceled checks.

Destroy when 3 years old.

15. Budget Files

All documentation relating to FJC annual budget formulation, presentation, justification, allocation, and execution, including annual and other periodic reports.

Destroy when 5 years old.

HISTORY OFFICE

16. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of FJC history program. Arranged alphabetically by subject.

Permanent. Cut off files annually and retire to WNRC when 10 years old. Transfer to the National Archives when 20 years old.

17. Administrative Files

Records relating to the internal management or general administration of the FJC history program.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

18. Oral History Files

Audio tapes and transcripts of oral interview for historical use. Arranged alphabetically by name of individual interviewed.

Permanent. Transfer to National Archives when 20 years old accompanied by appropriate releases and deeds of gift.

19. Biographical Questionnaires

Questionnaires from Article III judges and others for biographical directory. Arranged alphabetically by individual.

Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

INTERJUDICIAL AFFAIRS OFFICE

20. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the Interjudicial Affairs office.

- a. Foundations
- b. Opinions on legal matters (eg. outside employment, conflicts of interest, codes of conduct, judicial impact, judicial misconduct)
- c. Congressional affairs

Permanent. Cut off annually or at project conclusion and retire to WNRC when 5 years old. Transfer to Archives when 20 years old.

21. Administrative Files

Records relating to the internal management or general administration of the IJAO. Copies of reports and correspondence officially filed elsewhere and papers relating to housekeeping type services.

- a. supplies & facilities
- b. personnel
- c. budget and finance, staff travel records
- d. miscellaneous affiliated organizations
- e. FJC publications & media
- f. calendars
- g. judiciary matters - generally

Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention.

22. International Files

All records and correspondence relating to the following foreign visitor programs.

- a. Foreign Visitor Programs, Briefings and Exchanges
- b. Visiting Foreign Judicial Fellow Program
- c. Educational and Handout Materials

Temporary. Cut off files annually and retire to the WNRC when 4 years old. Destroy when 20 years old.

23. State-Federal Judicial Council Files

Correspondence, reports, travel authorizations, and other documentation pertaining to the policies and operation of State-Federal Judicial Council programs. The files are divided alphabetically by state and then subdivided by council meeting.

Temporary. Cut off files annually and retire to the WNRC when 4 years old. Destroy when 20 years old.

24. Special Projects

- a. Seminars
- b. Foundations
- c. Studies

Temporary. Cut off files annually and retire to the WNRC when 4 years old. Destroy when 20 years old.

PERSONNEL OFFICE

25. Subject Correspondence Files

Correspondence, reports, and other records pertaining to the general administration of personnel functions.

Destroy when 3 years old.

26. Official Personnel Files

Complete record of each employee's federal employment.

- a) Transferred employees

See FPM for instructions relating to folders for these employees.

- b) Separated employees

Transfer to National Personnel Records Center 30 days after separation.

27. Service Record Files

Upon separation of employees, an electronic summary of basic employment history is obtained from the paper records and maintained for convenience of reference.

Destroy when no longer needed for reference.

28. Recruitment Files

Files contain copy of vacancy announcement, list of applicants, recruitment sources used, name of applicant selected, vice incumbent, position number, and a copy of reject letter sent to unsuccessful applicants.

Destroy when 3 years old.

29. Employment Applications Files

a) Excepted positions applications

Destroy when 6 months old.

b) All others

Destroy upon receipt of OPM inspection, or when 2 years old, whichever is earlier.

30. Time and Attendance Reports

Payroll/processing copies

Destroy after GAO audit or when 3 years old.

D. COURT EDUCATION DIVISION

See A. RECORDS COMMON TO MOST FJC OFFICES for administrative (housekeeping) files, chronological files, publications, electronic records and any other documentary material not specifically listed below.

1. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the division.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

2. Administrative Files

Records relating to the internal management or general administration of the division.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

3. Training and Education Files

These files pertain to training activities provided for federal court administrators and staffs through the use of workshops, seminars, and self-study courses, for example the Applied Supervision course. Arranged chronologically and thereunder by training titles.

a) ONE copy of each syllabus, curriculum package, lesson plan, instructor's script, and student/participant handouts prepared and used for each training program.

Temporary. Cut off files annually and retire to WNRC when 4 years old. Destroy when 20 years old.

b) ONE reference copy of records described in 1 above.

Destroy when 10 years old or sooner if administrative needs have been served.

4. Training Support Files

Documentation pertaining to planning and execution of the individual training programs including but not limited to correspondence, reports, enrollment lists and records, and copies of financial documents.

Cut off files annually. Destroy when 10 years old or sooner if administrative needs have been served. Retire to WNRC when 3 years old if volume warrants retirement.

5. Tuition Assistance Files

Documentation pertaining to requests for tuition assistance from court personnel to attend seminars and training. Included are application and supporting documents, correspondence and other related documentation, approval or disapproval notices, and, when approved, copies of purchase orders and invoices submitted to OFM for payment.

Cut off annually. Destroy 3 years after final payment.

E. JUDICIAL EDUCATION DIVISION

See A. RECORDS COMMON TO MOST FJC OFFICES for administrative (housekeeping) files, chronological files, publications, electronic records and any other documentary material not specifically listed below.

1. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the division.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

2. Administrative Files

Records relating to the internal management or general administration of the division.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

3. Workshop/Seminar Files

Documentation pertaining to individual workshops and seminars provided by FJC.

a)Administrative files consisting of financial authorizations, invitations, purchase orders for payment of honorariums, and other documentation pertinent to the workshop/seminar presentation.

Cut off annually. Retire to WNRC when 3 years old. Destroy when 10 years old.

b)ONE copy of each syllabus, curriculum package, lesson plan, brochure, manual, pamphlet, instructor's script, and student/participant handouts prepared and used for each training program. Arranged chronologically and thereunder by workshop/seminar titles.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives in 5-yr. blocks when 5 to 10 years old.

c)ONE reference copy of records described in 2b above.

Destroy when 10 years old or sooner if administrative needs have been served.

d)Audio tapes of seminar/workshop sessions. Arranged chronologically and thereunder by library accession number. Indexed on data base maintained in library.

Temporary. Destroy when 15 years old or sooner if administrative needs have been served.

4. Continuing Legal Education (CLE) Requests Files

Documentation pertains to the CLE program for attorneys as required by various states. FJC workshops/seminars attendance information is maintained by the division, and requests from various sources such as judges are received regarding attorneys' attendance at training sessions. Included are replies to requests for information, academic history information on workshop/seminar participants, and related material.

Cut off files annually. Retire to WNRC when 3 years old. Destroy when 10 years old.

5. Consultant Travel Voucher Files

Copies of travel vouchers on consultants' travel expenses for seminars and workshops.

Cut off files annually. Retire to WNRC when 3 years old. Destroy when 10 years old.

6. Tuition Assistance Files

Documentation pertaining to requests for tuition assistance from court personnel to attend seminars and training. Included are application and supporting documents, correspondence and other related documentation, approval or disapproval notices, and, when approved, copies of purchase orders and invoices submitted to OFM for payment.

Cut off annually. Destroy 3 years after final payment.

F. PLANNING AND TECHNOLOGY DIVISION

See A. RECORDS COMMON TO MOST FJC OFFICES for administrative (housekeeping) files, chronological files, publications, electronic records and any other documentary material not specifically listed below.

1. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the division.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

2. Administrative Files

Records relating to the internal management or general administration of the division.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

G. PUBLICATIONS AND MEDIA DIVISION

See A. RECORDS COMMON TO MOST FJC OFFICES for administrative (housekeeping) files, chronological files, publications, electronic records and any other documentary material not specifically listed below. Permanent audio-visual files must be transferred to the National Archives in accordance with the requirements stated in 36 CFR ch. 12.

1. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the division.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

2. Administrative Files

Records relating to the internal management or general administration of the division.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

PUBLICATION/EDITORIAL RECORDS

3. Manuscript Files

Documentation in paper or electronic form for each FJC publication project or job pertaining to the planning and execution of jobs.

Destroy when 3 years old.

4. Project Finance Files

Copies of GPO and other printing cost documents including requisitions, bills, invoices and records of payment pertaining to individual printing jobs.

Destroy 1 year after completion of job.

5. Negative Files

Photographic negatives for production of printing plates used for FJC publications.

Destroy when no longer needed for printing.

MEDIA RECORDS

6. Production Title Files

Documentation pertaining to the production of educational programs for the training of federal court staff including judges, magistrate judges and defenders, and court administrators.

a) Production scripts arranged by individual productions.

1) Drafts of production scripts and all supporting material.

Destroy 2 years after editing and final copy of script is produced.

2) ONE copy of final script on each production.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

3) Extra copies of final scripts.

Destroy when no longer needed for administrative and reference needs.

b) Production videotapes for individual programs

1) Initial tapes prepared before editing

Destroy when no longer needed for administrative and reference needs.

2) Edited tapes arranged by individual programs.

(a) Master files consisting of one record copy

~~Temporary. Permanent. Cut off files annually and retire to WNRC when 4 years old. Destroy Offer to the National Archives when 20 years old.~~

(b) Copies of edited tapes

Destroy when no longer needed for administrative and reference needs.

c) Production administrative files

Correspondence, copies of purchase orders, contracts, and other documentary materials of an administrative nature pertaining to individual productions.

Destroy when 3 years old.

d) Video guidebooks

Printed instructional guides accompanying selected video productions.

Temporary. Destroy when 10 years old or no longer needed for reference, whichever is sooner.

7. Photographic Files

Copies of 35mm slides and still pictures of people (e.g., members of court), events (e.g., meeting involving Federal Judiciary activities), and places (e.g., courthouses). Some photography is used in media production work. Arranged by nature of photograph or subject.

Temporary. Destroy when 10 years old or no longer needed for reference, whichever is sooner.

H. RESEARCH DIVISION

See A. RECORDS COMMON TO MOST FJC OFFICES for administrative (housekeeping) files, chronological files, publications, electronic records and any other documentary material not specifically listed below.

1. Subject Files

Correspondence, reports, and other documentation pertaining to the policies and operation of the division.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

2. Administrative Files

Records relating to the internal management or general administration of the division.

Temporary. Destroy when 2 years old or sooner if purpose is served. Prior to destruction, review files for individual items which may warrant permanent retention in subject files.

3. Research Project Files

Files consist of all documentation for individual projects from project initiation to completion. Included is pertinent correspondence, project survey and design documentation, other related records, and a copy of the final report. Arranged chronologically and by project thereunder.

a) ONE copy of each final project report and any supporting documentation integral to each project.

Permanent. Cut off files annually and retire to WNRC when 4 years old. Transfer to the National Archives when 20 years old.

b) Other supporting documentation (e.g., surveys, notes, etc.)

Cut off completed files annually and retire to WNRC when 3 years old. Destroy when 10 years old.

4. Project Data File

Electronic data files containing relevant information pertaining to individual research projects. Arranged by project title.

Permanent. Transfer to the National Archives in accordance with transfer requirements as stated in 36 CFR ch. 12.

5. Integrated Database File

This file is based on converted copies of the Administrative Office EBCDIC tapes pertaining to Federal Court activity (civil and criminal trial data and appellate cases). These raw data are

~~then processed by Research Division programs into a standard multi-year format to form an integrated database for use on the VAX system in the Research Division.~~

Permanent. Transfer to the National Archives in accordance with transfer requirements as stated in 36 CFR ch. 12.