

Guide to Judiciary Policy

Vol 10: Public Access and Records Management
Ch 6: Records Management

Appx 6B: Records Disposition Schedule 2

This schedule covers the disposition of the records of the United States district courts, bankruptcy courts, territorial district courts, Judicial Panel on Multidistrict Litigation, U.S. Court of Federal Claims and predecessor courts, U.S. Court of International Trade, and the Special Court, Regional Rail Reorganization Act of 1973.

This schedule has been approved by the Judicial Conference of the United States and the Archivist of the United States and is mandatory. It applies to existing records of these courts, councils, and conferences, except the personal files of judges. The Archivist of the United States retains the authority to accession, as part of the National Archives and Records Administration (NARA), any records having historical or other value upon the expiration of the retention period specified in this schedule. **See:** [44 U.S.C. chapter 21](#). Selection criteria for historical preservation will be developed and revised by NARA in consultation with court officials and other historical and academic parties.

To the extent that the retention period specified in this schedule may vary from any statutory provision, the longer period of retention, whether in the statute or in the schedule, applies. Records of historical value are designated “Permanent” in this schedule. Court officials should also consult the [General Records Schedule \(GRS\)](#) issued by NARA for the appropriate retention periods for general/other non-case file administrative records that are not addressed in the following schedule.

The Federal Records Centers (FRC) are facilities operated by NARA for the storage and servicing of records of federal agencies pending their disposal or permanent transfer to NARA. Court records stored in FRCs remain in the legal custody of the judiciary. Once court records are transferred to NARA, they are in the Archivist’s legal custody. Temporary records with a disposition of five years or less should be stored at the courthouse.

Records Disposition Schedule 2	
Type of Record	Disposition
A. CASE RECORDS. All records resulting from the docketing and processing of a case in a court that pertain to that particular case.	
1. Expunged records.	Temporary. Destroy upon entry of court order of expunction. (NARA Disposition Citation N1-021-86-1, Item A1)
2. Sealed records. Those case records which have been sealed by court order while such court order is in effect.	
a. Records sealed for protection of the defendant under 18 U.S.C. § 5038 or 21 U.S.C. § 844(b) [repealed].	Temporary. Destroy as directed by the court. Do not transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item A2a)
b. Other temporarily sealed records.	Maintain and transfer to an FRC in accordance with retention period for related case file. For sealed records later determined to be permanently sealed, FRCs will apply the instructions in Item c. (NARA Disposition Citation N1-021-86-1, Item A2b)
c. Permanently sealed records.	Maintain at the court location in a separate file from the related case file. When the order sealing the records is vacated by the court, dispose of in accordance with the pertinent provisions of this schedule for the related case file. (NARA Disposition Citation N1-021-86-1, Item A2b)

Records Disposition Schedule 2	
Type of Record	Disposition
3. Docket sheets.	
a. Dockets of U.S. commissioners in petty offense cases.	Temporary. Destroy 5 years after final action. (NARA Disposition Citation N1-021-86-1, Item A3a)
b. All other docket sheets.	Permanent. Machine readable tapes of dockets are to be transferred to NARA with complete documentation when cases are closed and the records become inactive. (NARA Disposition Citation N1-021-86-1, Item A3b)
4. Case indices.	Permanent. Machine readable tapes of indices are to be transferred to NARA with complete documentation when cases are closed and the records become inactive. (NARA Disposition Citation N1-021-86-1, Item A4)
5. Judgment and order books.	Permanent. (NARA Disposition Citation N1-021-86-1, Item A5)
6. Non-electronic criminal case files, including transcripts and minutes.	
a. Case files dated 1969 or earlier.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-021-11-1, Item 6a)

Records Disposition Schedule 2	
Type of Record	Disposition
b. Case files dated 1970 or later which were terminated during or after trial.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-021-11-1, Item 6b)
c. Non-trial criminal cases relating to treason and national security, including the following offense codes: 9740, 9751, 9752, 9753, 9754, 9755, 9770, 9780, 9790, 9791; or to embezzlement, fraud, or bribery by a public official, including offense codes 4350 and 7100.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-021-11-1, Item 6e1)
d. Non-trial cases resulting in death penalty.	Permanent. Transfer records to NARA 30 years after close of case. (NARA Disposition Citation DAA-0021-2013-0005-0004)
e. Any criminal case file determined by court officials or NARA to have historical value.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-021-11-1, Item 6c)
f. Non-trial criminal cases that:	
(1) Result in sentences of 15 years or less (other than those selected as permanent in sections a–d above).	Temporary. Destroy 15 years after close of case. (NARA Disposition Citation DAA-0021-2013-0005-0006)
(2) Result in sentences between 15 and 30 years (other than those selected as permanent in sections a–d above).	Temporary. Destroy 30 years after close of case. (NARA Disposition Citation DAA-0021-2013-0005-0007)

Records Disposition Schedule 2	
Type of Record	Disposition
(3) Result in life sentences (other than those selected as permanent in sections a–d above) or sentences longer than 30 years.	Temporary. Destroy 75 years after close of case. (NARA Disposition Citation DAA-0021-2013-0005-0008)
g. Misdemeanor and petty offense proceedings conducted by U.S. magistrate judges in cases not assigned a district court docket number. (Note: As used in this schedule, the term misdemeanor includes minor offenses prior to the Federal Magistrates Act of 1979.)	Temporary. Destroy 5 years after close of case. (NARA Disposition Citation N1-021-11-1, Item 6d)
h. All other case files not included above.	Temporary. Destroy 15 years after close of case. (NARA Disposition Citation N1-021-11-1, Item 6g)
7. Non-electronic civil case files , including transcripts and minutes.	
a. Domestic relations, adoption, mental incompetency, and probate files of the District of Columbia as defined in Pub. L. No. 91-358 , and similar case files maintained by territorial district courts.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation DAA-021-2013-0007-0001)
b. Other civil case files.	
(1) Case files dated 1969 or earlier.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-021-10-2, Item 7b(1))
(2) Case files dated 1970 or later which are multi-district litigations, class actions, or go to trial.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-021-10-2, Item 7b(2))

Records Disposition Schedule 2	
Type of Record	Disposition
<p>(3) Civil cases with the following nature of suit codes:</p> <p>192 (State Fair Trade Act); 210 (Land Condemnation); 310 (Airplane); 315 (Airplane Product Liability); 371 (Truth-in-Lending); 400 (State Reapportionment); 410 (Anti-Trust); 430 (Banks and Banking); 440 (Civil Rights – Other); 441 (Civil Rights Voting Cases); 460 (Deportation); 461 (Deportation Review); 463 (Habeas Corpus – Alien Detainee); 470 (RICO); 535 (Prisoner Petition – Death Penalty); 710 (Fair Labor Standards Act); 730 (Labor Management Reporting and Disclosure Act); 740 (Railway Labor Act); 810 (Selective Service Act); 830 (Patent Cases); 862 (Black Lung); 880 (Review of Enforcement); 890 (Other Statutory Act); 892 (Economic Stabilization Act); 893 (Environmental Matters); 894 (Energy Allocation Act); 900 (Appeal Fee Determination); 910 (Domestic Relations); 930 (Probate); 950 (Constitutionality of State Statues); 970 (Narcotic Addict Rehabilitation).</p>	<p>Permanent. Transfer records to NARA 15 years after close of case.</p> <p>(NARA Disposition Citation N1-021-10-2, Item 7b(3))</p>
<p>(4) Civil cases that progress to or past the “issue joined” stage before closing with the following nature of suit codes:</p> <p>160 (Stockholder Suits); 191 (Employee Relations); 220 (Foreclosure); 240 (Torts to Land); 245 (Torts Product Liability – Real Property); 360 (Other Personal Injury); 362 (Medical Malpractice); 365 (Personal Injury – Product Liability); 368 (Asbestos); 370 (Fraud); 442 (Civil Rights – Employment); 443 (Civil Rights – Housing/Accommodations); 444 (Civil Rights – Welfare); 445 (Americans with Disabilities Act – Employment); 446 (Americans with Disabilities Act – Other); 462 (Naturalization Application); 465 (Other Immigration Action); 480 (Consumer Credit); 490 (Cable/Satellite TC); 510 (Motions to Vacate Sentence); 530 (Prisoner Habeas Corpus); 540 (Prisoner Petitions – Mandamus); 550 (Civil Rights); 555 (Prison Conditions); 610 (Agricultural Penalty); 820 (Copyright); 850 (Securities and Exchange Commission); 891 (Agricultural Acts); 895 (FOIA).</p>	<p>Permanent. Transfer records to NARA 15 years after close of case.</p> <p>(NARA Disposition Citation N1-021-10-2, Item 7b(4))</p>

Records Disposition Schedule 2	
Type of Record	Disposition
<p>(5) Any civil case file determined by court officials or NARA to have historical value.</p>	<p>Permanent. Transfer records to NARA 15 years after close of case.</p> <p>(NARA Disposition Citation N1-021-10-2, Item 7b(5))</p>
<p>(6) All other case files not included above.</p> <p>100 (Admiralty); 110 (Insurance); 120 (Marine (Contract)); 130 (Miller Act); 140 (Negotiable Instrument); 150 (Recovery of Overpayment and Enforcement of Judgment); 151 (Recovery of Overpayment of Medicare); 152 (Student Loans); 153 (Veteran’s Benefits); 190 (Other Contracts); 193 (Hospital Care Act); 195 (Contract Product Liability); 196 (Franchise); 230 (Rent, Lease, Ejectment); 290 (All Other Real Property); 320 (Assault, Liable, and Slander); 330 (Federal Employers Liability); 340 (Marine Personal Injury); 345 (Marine Products Liability); 350 (Motor Vehicle); 355 (Motor Vehicle Product Liability); 361 (Workmen’s Compensation); 380 (Other Personal Property Damage); 385 (Property Damage Product Liability); 420 (Bankruptcy Trustee); 421 (Bankruptcy Transfer); 422 (Bankruptcy Appeal); 423 (Bankruptcy Withdrawal); 430 (Banks and Banking); 450 (Commerce); 625 (Drug-Related Seizure of Property); 630 (Liquor Laws); 640 (Railroad and Truck); 650 (Airline Regulations); 660 (Occupational Safety and Health); 690 (Other Forfeiture and Penalty Act); 720 (Labor-Management Relations); 750 (Welfare Pension Plan Disclosure); 790 (Other Labor Litigations); 791 (Employment Retirement Income Security Act); 840 (Trademark); 860 (Social Security); 861 (Social Security Health Insurance); 863 (Social Security Disability Insurance); 864 (Social Security Supplemental Security Income); 865 (Social Security Retirement and Survivors’ Benefits); 870 (Taxes); 871 (IRS Third Party); 875 (Customer Challenge); 920 (Insanity); 940 (Substitute Trustee); 990 (Other); 992 (Local Jurisdictional Appeal).</p>	<p>Temporary. Destroy 15 years after close of case.</p> <p>(NARA Disposition Citation N1-021-10-2, Item 7b(6))</p>

Records Disposition Schedule 2	
Type of Record	Disposition
8. Case files of the former Court of Claims. The Federal Courts Improvement Act of 1982 transferred jurisdiction of trial cases to the U.S. Claims Court (subsequently renamed the U.S. Court of Federal Claims) and jurisdiction of appeal cases to the U.S. Court of Appeals for the Federal Circuit.	Permanent. (NARA Disposition Citation N1-021-86-1, Item A8)
9. Case files of the United States Court of International Trade.	
a. Test or trial cases.	
(1) Cases dealing with antidumping countervailing duty issues, trade adjustment assistance, and cases which NARA, in consultation with court officials, have determined to have historical value.	Permanent. (NARA Disposition Citation N1-021-86-1, Item A9a(1))
(2) All other cases.	Temporary. Destroy 20 years after transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item A9a(2))
b. Non-trial cases.	
(1) Cases decided by abandonment or dismissal.	Temporary. Destroy 5 years after transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item A9b(1))
(2) Cases decided as a result of stipulation or agreement between parties.	Temporary. Destroy 10 years after transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item A9b(2))

Records Disposition Schedule 2	
Type of Record	Disposition
<p>10. Case files for the United States Court of Federal Claims (formerly known as the United States Claims Court).</p> <p>The United States Court of Federal Claims was established by Congress in 1982, with nationwide jurisdiction over various money claims against the United States, in excess of \$10,000 (28 U.S.C. § 1346 and § 1491). The court hears suits involving government contracts, constitutional claims, tax refunds, Indian claims, civilian and military pay claims, patents and copyright matters, and vaccine injury claims. The court is also authorized to review agency decisions under various federal compensation programs.</p> <p>For purposes of this schedule, “close of case” occurs on the date of entry of final judgment that is not appealable. See: 28 U.S.C. § 2412(d)(2)(G) (“final judgment . . . means a judgment that is final and not appealable, and includes an order of settlement”).</p>	
<p>a. Cases dealing with Indian claims. Records resulting from the docketing and processing of materials in court and case files pertaining to Indian claims.</p>	<p>Permanent. Transfer to NARA 20 years after close of case.</p> <p>(NARA Disposition Citation N1-502-11-1, Item 10a)</p>
<p>b. Vaccine case files.</p>	
<p>(1) Historically significant vaccine case files. Any vaccine case file determined by a judge, special master, court official or NARA to have historical value.</p>	<p>Permanent. Transfer to NARA 20 years after close of case.</p> <p>(NARA Disposition Citation N1-502-11-1, Item 10b1)</p>
<p>(2) All other vaccine case files not deemed to have historic value.</p>	<p>Temporary. Destroy 10 years after close of case.</p> <p>(NARA Disposition Citation N1-502-11-1, Item 10b2)</p>
<p>c. General jurisdiction case files. Records resulting from the docketing and processing of materials in court pertaining to general cases.</p>	

Records Disposition Schedule 2	
Type of Record	Disposition
(1) Case files that went to trial and terminated during or after trial.	Permanent. Transfer to NARA 20 years after close of case. (NARA Disposition Citation N1-502-11-1, Item 10c1)
(2) Historically significant general jurisdiction case files. Any case file determined by a judge, court official or NARA to have historical value.	Permanent. Transfer to NARA 20 years after close of case. (NARA Disposition Citation N1-502-11-1, Item 10c2)
(3) All other general jurisdiction case files not deemed to have historic value.	Temporary. Destroy 10 years after close of case. (NARA Disposition Citation N1-502-11-1, Item 10c3)
d. Congressional Reference Cases. Congressional bills referred to the chief judge of the United States Court of Federal Claims for investigation and report to the appropriate house of Congress, as authorized by 28 U.S.C. § 1492 and § 2509 .	
(1) Congressional Reference Case Files. Records resulting from the docketing and processing of materials in court pertaining to investigation of bills, as requested by Congress.	Permanent. Transfer to NARA 20 years after close of case. (NARA Disposition Citation N1-502-11-1, Item 10d1)
(2) Congressional Reference Review Panel Reports. Copies of the chief judge's memorandum transmitting the review panel's final report of Congressional Reference cases.	Permanent. Transfer to NARA 20 years after close of case. (NARA Disposition Citation N1-502-11-1, Item 10d2)

Records Disposition Schedule 2	
Type of Record	Disposition
e. Sealed Materials. Documents containing confidential information, including personal identifiers.	Process in accordance with the records disposition schedule for the corresponding case file. Sealed documents within permanent case files must be unsealed prior to legal transfer to NARA.
11. Case files of the Special Court, Regional Rail Reorganization Act of 1973.	Permanent. (NARA Disposition Citation N1-021-86-1, Item A11)
12. Territorial district court case files.	Superseded by Item A(7) Non-Electronic Civil Case Files.
13. Miscellaneous case files. Ancillary and supplementary proceedings not defined as civil actions including but not restricted to papers relating to foreign depositions, denial of prisoner in forma pauperis, grand jury witness immunity proceedings, and actions to enforce administrative subpoenas, <i>filed separately from civil and criminal files.</i>	
a. Any miscellaneous case file which NARA has determined in consultation with court officials to have historical value.	Permanent. (NARA Disposition Citation N1-021-86-1, Item A13a)
b. Grand jury proceedings. Note: The recordings or reporters' notes, or any transcript prepared therefrom, <i>remain in the custody or control of the attorney for the government unless otherwise ordered by the court in a particular case.</i> Federal Rule of Criminal Procedure 6(e)(1).	Temporary. Destroy as directed by the court. (NARA Disposition Citation N1-021-86-1, Item A13b)
c. Records concerning registration of documents to be used in foreign legal proceedings which have been assigned a miscellaneous case number.	Disposition not authorized. A legal authority allowing disposition of this record has not yet been approved. These records must be retained (cannot be disposed of) until an authority is approved.

Records Disposition Schedule 2	
Type of Record	Disposition
d. Attorney disbarment proceedings. Records may be reciprocal or original. Records may consist of orders from another state or federal court, correspondence, orders, motions, notices to the attorney, notices of hearings, and briefs.	Permanent. Transfer to an FRC when 5 years old. Transfer to NARA when 25 years old. (NARA Disposition Citation NC1-116-00-1, Item 1)
e. All other miscellaneous case files not specifically mentioned in 13 a-d.	Temporary. Destroy 10 years after date of last action. (NARA Disposition Citation N1-021-86-1, Item A13d)
14. Non-electronic bankruptcy case files.	
a. Cases dated 1940 or earlier.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)a)
b. Cases filed under the Bankruptcy Acts of 1800, 1841, and 1867.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)b)
c. Cases filed under the following chapters or subchapters of the Bankruptcy Acts of 1898 and 1978: <ul style="list-style-type: none"> • Chapter VIII, Section 75 (Agricultural) • Chapter VIII, Section 77 (Railroad Reorganization) • Chapter IX (Political Subdivisions) • Chapter X (Corporate Reorganizations) • Chapter XV (Railroad Adjustments) • Chapter 7, Subchapter III (Stockbroker) and IV (Commodity Broker) • Chapter 9 (Municipality) • Chapter 11, Subchapter IV (Railroad Reorganization) • Case files containing orders issued by a court pursuant to Chapter XIV of the Act of 1898 or Section 908 of Title IX of the Merchant Marine Act. 	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)c)

Records Disposition Schedule 2	
Type of Record	Disposition
d. Cases filed under Chapter 12 of the Congressional Act of 1986, covering family farms and family fishermen.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)d)
e. Any bankruptcy case determined by court officials or NARA to have historical value.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)e)
f. All other case files.	
(1) 2.5% of non-trial case files retired by each district each year.	Permanent. Sampling will be done at the box level. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)f(1))
(2) Case files exclusive of 14 a–e, and not selected per 14f(1).	Temporary. Destroy 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)f(2))
g. Adversary proceedings files.	
(1) Proceedings terminated during or after trial.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)g(1))
(2) Proceedings files determined by court officials or NARA to have historical value.	Permanent. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)g(2))

Records Disposition Schedule 2	
Type of Record	Disposition
(3) Proceedings files containing orders or judgments affecting title to or lien on real property entered prior to August 1, 1983, not included under items retention g(1) or g(2), above.	Temporary. Destroy 40 years after transfer to an FRC, unless the court directs a longer retention period for a specific file. (NARA Disposition Citation N1-578-11-1, Item 14(1)g(3))
(4) All other proceedings files.	
(a) 2.5% of non-trial case files retired by each district each year.	Permanent. Sampling will be done at the box level. Transfer records to NARA 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)g(4)(a))
(b) Proceedings files exclusive of g(1)–(3), and not selected in the sample taken per g(4)(a).	Temporary. Destroy 15 years after close of case. (NARA Disposition Citation N1-578-11-1, Item 14(1)g(4)(b))
15. Other bankruptcy records.	
a. Bankruptcy claims registers, if maintained separately.	Temporary. Destroy 20 years after transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item A15a)
b. Records of the operations of trustees under Chapter XIII of the Bankruptcy Act of 1898 and Chapter 13 of the Bankruptcy Act of 1978 generated by computer whether or not maintained separately from the case file.	Temporary. Destroy 20 years after transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item A15b)
c. Judgment and order records, if kept separately.	Permanent. (NARA Disposition Citation N1-021-86-1, Item A15c)

Records Disposition Schedule 2	
Type of Record	Disposition
<p>d. Orders of court directing deposit of monies in the Treasury of the United States pursuant to 28 U.S.C. § 2042, together with lists of the names and addresses of persons entitled to such monies.</p>	<p>Disposition not authorized. A legal authority allowing disposition of this record has not yet been approved. These records must be retained (cannot be disposed of) until an authority is approved.</p>
<p>e. Bankruptcy Miscellaneous Proceedings and Records. Content includes a variety of bankruptcy miscellaneous proceedings, administrative actions, or court record transactions not specifically part of, or filed in, a bankruptcy case or adversary proceeding. These contain, but are not limited to:</p> <ul style="list-style-type: none"> • Requests to register a judgment in another district; • Motions for protective order or to quash a subpoena for a case pending in another district; • Requests to perpetuate testimony concerning a potential adversary proceeding pursuant to Fed. R. Bankr. P. 7027; • Requests to register a discharge order pursuant to Fed. R. Bankr. P. 4004(f); • Applications for writ of habeas corpus; • Case Management/Electronic Case File (CM/ECF) exemption and revocation privileges; • PACER-related access requests; • Cases transferred for limited purposes; • Any other miscellaneous court filing, proceeding, notice, or request not part of a bankruptcy case or an adversary proceedings file, or not identified by the court as ineligible for destruction, or not a record covered by another bankruptcy records disposition schedule authority. 	<p>Temporary. Destroy 15 years after date of issuance or 15 years after date of last action, whichever is later.</p> <p>(NARA Disposition Citation DAA-0578-2013-0001-0001)</p>
<p>f. Attorney Disbarment Proceedings. Records may be reciprocal or original. Records may consist of orders from another state or federal court, correspondence, orders, motions, notices to the attorney, notices of hearings, and briefs.</p>	<p>Permanent. Transfer to an FRC when 5 years old. Transfer to NARA when 25 years old.</p> <p>(NARA Disposition Citation DAA-0578-2013-0001-0002)</p>

Records Disposition Schedule 2	
Type of Record	Disposition
16. Violation notices.	Temporary. Destroy 90 days after posting and forfeiture of collateral or dismissal. (NARA Disposition Citation N1-021-86-1, Item A16)
17. Probation and pretrial files.	
a. Supervision case files including investigation and supervision data.	Temporary. Destroy 20 years after termination of supervision. (NARA Disposition Citation N1-021-86-1, Item A17a)
b. Investigation files on individuals not under supervision of probation office, including files of Pretrial Services Agencies.	Temporary. Destroy 20 years after completion of investigation. (NARA Disposition Citation N1-021-86-1, Item A17b)
c. Pretrial diversion case files.	Temporary. Destroy 20 years after termination of supervision. (NARA Disposition Citation N1-021-86-1, Item 2A17c)
18. Records of hearings.	
a. Original court reporters' notes of proceedings, 28 U.S.C. § 753(b) .	
(1) Electronic sound recordings of arraignments, pleas, and proceedings in connection with the imposition of sentence in non-death penalty criminal cases assigned district court docket numbers and filed with the clerk of court in lieu of transcript.	Temporary. Destroy 20 years after close of case. (NARA Disposition Citation DAA-0021-2013-0004-0001)

Records Disposition Schedule 2	
Type of Record	Disposition
(2) Notes or electronic sound recordings covering criminal death penalty cases or civil capital habeas trial cases assigned district court docket numbers and filed with the clerk of court in lieu of transcript.	Permanent. Transfer to NARA 20 years after close of case or when no longer needed by the court, whichever is later. (NARA Disposition Citation DAA-0021-2013-0004-0002)
(3) All other original notes or recordings.	Temporary. Destroy when 10 years old. (NARA Disposition Citation DAA-0021-2013-0004-0003)
b. Tape logs.	Temporary. File with original tape recordings of the proceedings and destroy the logs when the tapes are destroyed. (NARA Disposition Citation N1-021-86-1, Item A18b)
c. Electronic sound recordings of magistrate judge proceedings in:	
(1) Misdemeanor cases (above the level of petty offenses) not assigned district court docket numbers.	Temporary. Destroy when 5 years old (tapes may be erased and reused). (NARA Disposition Citation N1-021-86-1, Item A18c(1))
(2) Petty offense cases not assigned district court docket numbers.	Temporary. Destroy when 1 year old (tapes may be erased and reused). (NARA Disposition Citation N1-021-86-1, Item A18c(2))
(3) Civil cases.	Temporary. Destroy when 10 years old. (NARA Disposition Citation N1-021-86-1, Item A18c(3))

Records Disposition Schedule 2	
Type of Record	Disposition
<p>d. Electronic sound recordings of first meetings of creditors under the Bankruptcy Act of 1898 and section 341 meetings under the Bankruptcy Act of 1978.</p> <p>Note: When several types of cases or proceedings are included on a single tape, the recording should be retained for the longest period prescribed for any case or proceeding on the tape.</p>	<p>Temporary. Destroy when 6 months old (tapes may be erased and reused unless otherwise recommended by the presiding officer for a specific case).</p> <p>(NARA Disposition Citation N1-021-86-1, Item A18d)</p>
<p>19. Judicial Panel on Multidistrict Litigation (JPML). The JPML was established in 1968 under 28 U.S.C. § 1407, which authorizes the Panel to transfer civil actions involving one or more common questions of fact in different districts to a single district for coordinated or consolidated pretrial proceedings. Also, under 28 U.S.C. § 2112, the Panel is authorized to consolidate multi-circuit petitions for review in a single circuit.</p>	
<p>a. JPML case files and related materials.</p>	
<p>(1) JPML case files. Case files related to motions for coordinated or consolidated pretrial proceedings regarding two or more civil actions filed in different judicial districts and concerned with one or more common questions of fact. The files include official pleadings, correspondence, orders of the JPML, transcripts, and other required documentation related to JPML hearings.</p>	<p>Temporary. Cut off case file at the end of the calendar year when case is closed. Destroy 15 years after the cutoff year.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19a1)</p>
<p>(2) Docket sheets.</p>	<p>Permanent. Transfer to NARA 20 years after close of case.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19a2)</p>

Records Disposition Schedule 2	
Type of Record	Disposition
<p>(3) Historically significant JPML case files. Any JPML case file determined by the Clerk of the Panel for the JPML, or NARA, to have historical value.</p>	<p>Permanent. Cut off case file at the end of the calendar year when closed. Transfer to NARA 20 years after the cut off year.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19a3)</p>
<p>(4) Sealed records. Copies of sealed materials originally received by the district courts and also provided to the JPML for temporary use and reference purposes.</p>	<p>Temporary. Destroy, or return to the district court, when no longer needed for reference purposes.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19a4)</p>
<p>(5) Orders files. Duplicate judges' orders, where the official record copy is filed with the corresponding JPML case file. This separate paper collection was used for reference purposes and contains materials from 1967 through 2010, organized by year and month of issuance. It is a closed series. JPML staff no longer use or require these reference files.</p>	<p>Temporary. The records are available for immediate destruction.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19a5)</p>
<p>b. JPML administrative and operational files.</p>	
<p>(1) General inquiries, handled by Panel Executive or Clerk of the Panel, regarding procedures, class actions, and multi-district litigation in general. Consist mostly of responses to prison inmates, and/or members of the public (pro se litigants), whose inquiries are outside the scope, procedures, and/or jurisdiction of the JPML.</p>	<p>Temporary. Cut off at the end of the calendar year when the response to the inquiry was issued. Destroy 1 year after cutoff, or when no longer needed for reference purposes, whichever is later.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19b1)</p>

Records Disposition Schedule 2	
Type of Record	Disposition
<p>(2) General procurement and financial files, including related correspondence regarding the acquisition of goods and services required by the JPML.</p>	<p>Temporary. Cut off at the end of the fiscal year. Destroy 7 years after the cutoff year.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19b2)</p>
<p>(3) Attorney bench memoranda. Internal attorney work products, including background and case analyses and recommendations for the dispensation of JPML petitions.</p>	<p>Temporary. Destroy 3 years after issuance, or when no longer needed for reference purposes, whichever is later.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19b3)</p>
<p>(4) JPML (transferee) judges' conference content files. Planning documents, itineraries, travel information, hotel, air and ground transportation, and other logistical materials created for the annual JPML Transferee Judges' Conference.</p>	<p>Temporary. Destroy 2 years after issuance, or when no longer needed for reference purposes, whichever is later.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19b4)</p>
<p>(5) Panel hearing correspondence files. Schedules and agenda for the hearing sessions, copies of orders, notices of presentation of waiver of oral argument, and correspondence regarding the security coverage for the panel.</p>	<p>Temporary. Destroy 2 years after issuance, or when no longer needed for reference purposes, whichever is later.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19b5)</p>
<p>(6) Rules, policies, and procedures. Records and documentation describing JPML's local rules and internal policies and procedures.</p>	<p>Permanent. Transfer to NARA when superseded or no longer needed for reference purposes.</p> <p>(NARA Disposition Citation N1-482-11-1, Item 19b6)</p>

Records Disposition Schedule 2	
Type of Record	Disposition
(7) Master docket reading files. Reference copies of letters, memoranda, publications, and other JPML documents which are maintained on-site as a reading file.	Temporary. Destroy when no longer needed for reference purposes. (NARA Disposition Citation N1-482-11-1, Item 19b7)
B. MISCELLANEOUS RECORDS OF PROCEEDINGS.	
1. Minute sheets. Courts are encouraged to file minute sheets in the case file.	Permanent, if maintained outside the case file. (NARA Disposition Citation N1-021-86-1, Item B1)
2. Juror selection records. Jury Management System/eJuror. Standardized, fully integrated automated jury management system to serve the Federal district courts. The master wheel includes source data from voter lists, drivers' licenses, and other source lists as dictated by the Jury Plan. Update cycle depends on local Jury Plan for Master Wheel Refill (1 to 4 years).	Temporary. Destroy 4 years after the master jury wheel has been emptied and refilled and all persons selected have completed jury service, unless extended by the court. 28 U.S.C. § 1868 . Do not transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item B2)
3. Attorney admission records.	
a. Rolls of attorneys admitted to practice. Records may consist of application letters, admission cards or computer listings, background materials, and records of court proceedings.	Permanent. Transfer to an FRC when 5 years old. Transfer to NARA when 25 years old. (NARA Disposition Citation NC1-116-00-1, Item 2)
b. Records relative to disciplinary actions. Records may consist of orders from another state or federal court, correspondence, orders, motions, notices to the attorney, notices of hearings, and briefs.	Temporary. Transfer to an FRC when 5 years old. Destroy when 50 years old. (NARA Disposition Citation NC1-116-00-1, Item 3)

Records Disposition Schedule 2	
Type of Record	Disposition
c. Other records, including applications and certificates.	Temporary. Destroy when 5 years old. (NARA Disposition Citation N1-021-86-1, Item B2)
4. Naturalization records. Records contain materials such as: petitions for naturalization, monthly naturalization reports and correspondence, petitions for name changes, orders granting petitions for name changes, declarations of intentions, naturalization certificates, and indexes to certificates, 8 U.S.C. § 1450 .	Permanent. (NARA Disposition Citation N1-021-86-1, Item B4)
5. Notice of federal tax liens.	Temporary. Destroy 6 years and 30 days after the date of assessment indicated on the notice. (NARA Disposition Citation N1-021-88-1, Item 1)
6. Appointment of process agents by surety companies.	Temporary. Destroy 7 years after date of revocation. (NARA Disposition Citation N1-021-86-1, Item B6)
7. Security copies of Certificates of Electors Voting for President and Vice President deposited with the judge of the district in which the electors assembled pursuant to 3 U.S.C. §§ 11 and 13 .	Temporary. Destroy when 6 months old. (NARA Disposition Citation N1-021-86-1, Item B7)

Records Disposition Schedule 2	
Type of Record	Disposition
<p>8. Judicial Conduct and Disability Records. Complaints filed under the Judicial Conduct and Disability Act (28 U.S.C. §§ 351-364), alleging that a judge committed misconduct or is disabled. Items B.8.a. and B.8.b. relating to proceedings under the Judicial Conduct and Disability Act are confidential, and therefore disclosure-restricted, to the extent required by 28 U.S.C. § 360 and by Rules 23 and 24 of the Judicial Conference Rules for Judicial-Conduct and Judicial-Disability Proceedings.</p>	
<p>a. Orders, memoranda of decision, and any reports or other items included therewith, issued by a Chief Judge, a Circuit Judicial Council, the United States Judicial Conference Committee on Judicial Conduct and Disability and its predecessors and successors, or the Judicial Conference of the United States, in any proceeding under the Judicial Conduct and Disability Act (as codified in 28 U.S.C. §§ 351-364 or elsewhere), the Judicial Conference Rules for Judicial-Conduct and Judicial-Disability Proceedings, and any other associated rules.</p>	<p>Permanent. Transfer paper records to NARA 10 years after final decision or action or when no longer needed for reference purposes, whichever is later.</p> <p>(NARA Disposition Citation DAA-0021-2013-0003-0001)</p>
<p>b. Interim and miscellaneous materials not listed in Item (a) nor attached to a document listed in Item (a), that are created or received in any proceedings under the Judicial Conduct and Disability Act (as codified in 28 U.S.C. §§ 351-364 or elsewhere), the Judicial Conference Rules for Judicial-Conduct and Judicial-Disability Proceedings, and any other associated rules. These materials may include but are not limited to: complaints, petitions for review and associated responses, special committee reports, notes, correspondence, and other items created or received during an inquiry or investigation.</p>	<p>Temporary. Destroy 5 years after final disposition of complaint or when no longer needed for reference purposes, whichever is later.</p> <p>(NARA Disposition Citation DAA-0021-2013-0003-0002)</p>
<p>C. ADMINISTRATIVE RECORDS. All records relating to personnel, finance, and other administrative activities commonly performed by all federal agencies.</p>	
<p>1. Human resources.</p>	

Records Disposition Schedule 2	
Type of Record	Disposition
<p>a. OPF. The Official Personnel Folder (OPF) is the official record of an employee’s tenure with the court, including any previous federal government service that is maintained by the Administrative Office. See: Human Resources Manual and the Office of Personnel Management’s Guide to Personnel Recordkeeping Operating Manual.</p>	<p>Temporary. Transfer to the National Personnel Records Center 30 days after separation. Destroy 65 years after separation from federal service.</p> <p>(NARA Disposition Citation GRS 1, Item 1b)</p>
<p>b. Classification Files. Court copies of:</p> <ul style="list-style-type: none"> • Position Description and Position Classification Certification Form (AO 194), • Organization chart at the time of position approval for supervisory or managerial positions, and • Other classification related documentation. 	<p>Temporary. Destroy 2 years after position is abolished.</p> <p>(NARA Disposition Citation GRS 1, Item 7b)</p>
<p>c. Recruitment Files. Court recruitment files consisting of:</p> <ul style="list-style-type: none"> • Copy of the vacancy announcement, job analysis, if applicable, • Copy of newspaper advertisements (or other forms of advertising), • List of recruitment sources, • Application materials with date of receipt, • Ranking or rating criteria, if applicable (to include rating/scoring definitions and/or methodology), • List of applicants with designation of not qualified, qualified, and best qualified, • List of applicants interviewed, • List of interview questions used, • New Appointment Applicants and Interviewees Worksheet (Part D of the AO 78A), and • Other relevant recruitment documentation. 	<p>Temporary. Destroy 2 years after appointment.</p> <p>(NARA Disposition Citation GRS 1, Item 4a)</p>
<p>d. Performance Management Files.</p>	
<p>(1) Performance management plan, if applicable, including compensation strategy and appraisal tool with rating levels or tiers, and payout date for discretionary step increases maintained by the court.</p>	<p>Temporary. Destroy 2 years after superseded, obsolete, or no longer needed for reference.</p> <p>(NARA Disposition Citation GRS 16, Item 1a)</p>

Records Disposition Schedule 2	
Type of Record	Disposition
(2) Individual records of employee performance including performance evaluation, performance plan upon which it is based, and rating, among other performance related materials maintained by the court.	Temporary. Destroy when 4 years old or after AO audit, whichever is later. (NARA Disposition Citation DAA-021-2014-0001-0001)
e. Awards and Bonuses Files.	
(1) Employee recognition and/or bonus plans, as applicable, maintained by the court.	Temporary. Destroy when 4 years old, after AO audit, or when no longer needed for reference, whichever is later. (NARA Disposition Citation DAA-021-2014-0001-0002)
(2) For each employee recognition award recipient, a court maintains documentation that includes: name or ID, amount or cost of award, category or criteria, supporting justification, aggregate amount or cost of all awards received by the employee per year, and other related documentation.	Temporary. Destroy when 4 years old, after AO audit, or when no longer needed for reference, whichever is later. (NARA Disposition Citation DAA-021-2014-0001-0003)
(3) For each recruitment, retention, or relocation bonus, a court maintains documentation that includes name or ID, amount of bonus, service agreement, authorization, and other related documentation.	Temporary. Destroy when 4 years old, after AO audit, or when no longer needed for reference, whichever is later. (NARA Disposition Citation DAA-021-2014-0001-0004)
f. Telework Files.	
(1) Court's local telework plan, if applicable, including coverage; e.g., any lists of eligible or non-eligible positions or employees and related documentation maintained by the court.	Temporary. Destroy 2 years after superseded, obsolete, or no longer needed for reference. (NARA Disposition Citation GRS 1 Item 42c)

Records Disposition Schedule 2	
Type of Record	Disposition
(2) Telework agreement for each employee who is eligible for telework, and duty station documentation if applicable maintained by the court.	Temporary. Destroy 1 year after telework agreement is terminated, obsolete, or no longer needed, whichever is applicable. (NARA Disposition Citation GRS 1, Item 42a)
g. Leave and Attendance Files.	
(1) Leave request forms maintained by the court.	Temporary. Destroy 1 year after the end of the leave year. (NARA Disposition Citation N1-021-86-1, Item C1a)
(2) Time and attendance records maintained by the court upon which leave record is based, including compensatory time, time on military leave, or using the Voluntary Leave Transfer Program (VLTP) donated leave.	Temporary. Destroy when 6 years old or after AO audit, whichever is later. (NARA Disposition Citation GRS 2, Item 7)
(3) Leave Record: leave balances and documentation of accrual and use that is used as the basis for the SF-1150, Record of Leave Data maintained by the court.	Temporary. Destroy after separation and preparation of SF-1150 for OPF. (NARA Disposition Citation GRS 2, Item 9a)
h. Adverse or Disciplinary Action and Grievance Files.	
(1) Local adverse action and/or grievance plan or procedure maintained by the court.	Temporary. Destroy 2 years after superseded, obsolete, or no longer needed for reference. (NARA Disposition Citation GRS 16, Item 1a)

Records Disposition Schedule 2	
Type of Record	Disposition
(2) Documents, memoranda, or other records related to an adverse action, disciplinary action, or grievance maintained by the courts.	Temporary. Destroy 7 years after case is closed. (NARA Disposition Citation GRS 1, Item 30b)
(3) Copies of adverse action documents that are maintained in the OPF may also be maintained in a supervisor's local personnel folder (e.g., Request for Personnel Action, Remote Data Entry Notice).	Temporary. Destroy when obsolete or no later than 5 years after separation. (NARA Disposition Citation GRS 1, Item 18a)
i. Medical Files.	
(1) Employee medical records maintained by the court. Includes any medical records that are maintained by a court related to Family and Medical Leave Act (FMLA), serious health condition for sick leave, medical emergency for VLTP donated leave, reasonable accommodation for a disability, workplace injury not reported as or related to an Office of Workers' Compensation Programs (OWCP) claim, or counseling records related to alcohol or drug treatment programs.	Temporary. Destroy 1 year after separation. (NARA Disposition Citation GRS 1, Item 21b)
(2) Law Enforcement Officer (LEO) medical examination record maintained by the court. Includes any medical records related to a LEO pre-employment suitability or fitness-for-duty evaluation that are in the possession of the court pending a suitability or fitness-for-duty determination.	Temporary. Destroy 1 year after separation. (NARA Disposition Citation GRS 1, Item 21b)
(3) OWCP claim maintained by the court. When the employing court retains documents related to an OWCP claim (including medical reports, copies of letters and decisions, and any other material which is part of the case file, regardless of its source), these documents are considered an alternate location for OWCP claim records, and under the jurisdiction of OWCP.	See: Guide, Vol 12, § 750.30 (Workers' Compensation).

Records Disposition Schedule 2	
Type of Record	Disposition
j. Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Files. VSIP or VERA restructuring plans, including target universe and selection criteria, organizational charts, offer notices, acceptance notices, VSIP payment calculations, documentation of how selection criteria was applied (if applicable). Retention is based on 5-year repayment requirements, and the records are maintained by the court.	Temporary. Destroy when 5 years old. (NARA Disposition Citation GRS 1, Item 3)
k. Benefits Files.	
(1) Documentation related to denied health benefits, requests denied under spouse equity benefits, and denials or appeals maintained by the court.	Temporary. Destroy 3 years after denial. (NARA Disposition Citation GRS 1, Item 35a)
(2) Documentation related to retirement assistance that includes correspondence, memoranda, annuity estimates, and other records used to assist retiring employees maintained by the court.	Temporary. Retain as long as the employee is in active status. Destroy 1 year after employee is placed in inactive status. (NARA Disposition Citation GRS 1, Item 39)
l. Reasonable Accommodation Files.	
(1) Documentation related to reasonable accommodation for an employee with a disability. Includes information created while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation. These documents are maintained by the court.	Temporary. Destroy 3 years after separation. (NARA Disposition Citation GRS 1, Item 24b)
(2) Case file on appointment of individual with a disability. Includes position description, essential functions, report, accommodation, acceptance or refusal, among other related documentation. Maintain any medical records in a separate secure file. These documents are maintained by the court.	Temporary. Destroy 5 years following selection or denial of appointment. (NARA Disposition Citation GRS 1, Item 24b)
m. Drug Testing Files. Drug testing files maintained by the court that include:	

Records Disposition Schedule 2	
Type of Record	Disposition
(1) LEO applicant drug testing records (hires and non-hires).	Temporary. Destroy when 3 years old or when employee separates, whichever is later. (NARA Disposition Citation GRS 1, Item 36e1a)
(2) Random LEO workplace drug testing “notification of results only”, negative or positive. (The AO maintains all other LEO random workplace drug testing records.)	Temporary. Destroy when 3 years old or when employee separates, whichever is later. (NARA Disposition Citation GRS 1, Item 36e1a)
(3) Drug testing records based on reasonable suspicion (non-LEO).	Temporary. Destroy when 3 years old or when employee separates, whichever is later. (NARA Disposition Citation GRS 1, Item 36e1a)
n. Fair Employment Practices.	
(1) Copy of circuit or local court Employment Dispute Resolution or Employee Equal Opportunity (EDR or EEO) Plans maintained by the court.	Temporary. Destroy 2 years after superseded, obsolete, or no longer needed for reference. (NARA Disposition Citation GRS 16, Item 1a)
(2) All records of, or related to, EDR or EEO informal and formal papers, notes, documents, and records including, but not limited to, requests for counseling and mediation, formal complaints, hearings and transcripts, final decisions by the chief judge or presiding judicial officer, petitions for review by respective circuit judicial counsels, and final decisions by the circuit judicial council. These records are maintained by the court.	Temporary. Destroy 5 years after resolution of the case. (NARA Disposition Citation GRS 1, Item 25a)

Records Disposition Schedule 2	
Type of Record	Disposition
o. Local Personnel Files. Local personnel files including: correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action; fingerprint and background check records; and other records on individual employees duplicated in or not appropriate for the OPF.	Temporary. Destroy when obsolete or no later than 1 year after separation. (NARA Disposition Citation GRS 1, Item 18a)
2. Financial records.	Temporary. Destroy 6 years 3 months after date of final transaction. (NARA Disposition Citation GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))
3. Personal property records , including documents relating to acquisition and disposition of property.	Temporary. Destroy 7 years after date of final transaction. (NARA Disposition Citation N1-021-86-1, Item C3)
4. General correspondence files , including all other administrative records.	Temporary. Destroy 5 years after close of file. (NARA Disposition Citation N1-021-86-1, Item C4)
5. Records Transmittal and Receipt (SF 135).	Temporary. Maintain at the court for 50 years. Do not transfer to an FRC. (NARA Disposition Citation N1-021-86-1, Item C5)
6. Reimbursable travel files. Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	See: General Records Schedule 9, Item 3.

Records Disposition Schedule 2	
Type of Record	Disposition
a. Travel administrative office files.	<p>Temporary. Destroy when 6 years old.</p> <p>(NARA Disposition Citation GRS 1.1, Item 010 (DAA-GRS-2013-0003-0001))</p>
b. Obligation copies.	<p>Temporary. Destroy when funds are obligated.</p> <p>(NARA Disposition Citation GRS 1.1, Item 011 (DAA-GRS-2013-0003-0002))</p>
7. Surveillance records.	
a. Routine. Records consist of courtroom security surveillance video or film of transmissions of courtroom proceedings.	<p>Temporary. Maintain video at court location for not less than 14 days nor more than 30 days. Media may be reused after expiration of retention period.</p> <p>(NARA Disposition Citation N1-021-10-1, Item 1A)</p>
b. Security incident	<p>Temporary. Maintain video until conclusion of investigation or such time as determined by order of the chief judge of the court. Media may be reused.</p> <p>(NARA Disposition Citation N1-021-10-1, Item 1B)</p>

Records Disposition Schedule 2	
Type of Record	Disposition
D. OTHER JUDICIARY COMPONENTS.	
1. Bankruptcy Administrator Program Records. Section 302(d)(3)(I) of the Bankruptcy Judges, United States Trustees, and Family Farmer Bankruptcy Act of 1986, Pub. L. 99-554, 100 Stat. 3119, 3123, provides the statutory authority for the Judicial Conference of the United States to establish the bankruptcy administrator program.	
a. General Administrative Records	
(1) [Reserved]	
(2) General ledger.	Temporary. Destroy 7 years after the end of the fiscal year of the ledger. (NARA Disposition Citation DAA-0578-2013-0002-0002)
(3) Bank records, monthly statements, monthly bank reconciliations, cancelled checks, and deposit slips.	Temporary. Destroy 7 years following date they were issued. (NARA Disposition Citation DAA-0578-2013-0002-0003)
(4) [Reserved]	
b. Bankruptcy Administration Management Files	
(1) Chapter 7 asset, Chapter 9, Chapter 11, Chapter 12, and Chapter 15 bankruptcy files. Records include: work papers, correspondence, hearing, trial, or other notes, financial statements, inventories, and other documents created or edited in preparation for a hearing, meeting of creditors, deposition, inspection, or other case-related event, whether held or not.	Temporary. Destroy 5 years after the case is closed. (NARA Disposition Citation DAA-0578-2013-0002-0005)

Records Disposition Schedule 2	
Type of Record	Disposition
(2) Chapter 7 no-asset bankruptcy files. Records include: work papers, correspondence, hearing, trial, or other notes, financial statements, inventories, and other documents created or edited in preparation for a hearing, meeting of creditors, deposition, inspection, or other case-related event, whether held or not.	Temporary. Destroy 90 days after reviewing the trustee's no-asset report or when no longer needed for reference purposes, whichever is later. (NARA Disposition Citation DAA-0578-2013-0002-0006)
(3) Chapter 13 bankruptcy files. Records include: work papers, correspondence, hearing, trial, or other notes, financial statements, inventories, and other documents created or edited in preparation for a hearing, meeting of creditors, deposition, inspection, or other case-related event, whether held or not.	Temporary. Destroy 2 years after the date the trustee is discharged. (NARA Disposition Citation DAA-0578-2013-0002-0007)
(4) Trustees semi-annual or annual reports and budgets.	Temporary. Destroy when 10 years old. (NARA Disposition Citation DAA-0578-2013-0002-0008)
(5) Audits of trustees or bankruptcy administrators debtor audits.	Temporary. Destroy when 10 years old. (NARA Disposition Citation DAA-0578-2013-0002-0009)
(6) Audio recordings or transcripts of meetings of creditors and equity security holders held pursuant to 11 U.S.C. §341(a) .	
(a) Cases filed under Chapters 7, 9, 11, 12 13, and 15 of title 11 U.S.C.	Temporary. Except as provided in section (b) below, destroy/delete the audio recordings 2 years after the date of the conclusion of the meeting of creditors. (NARA Disposition Citation DAA-0578-2013-0002-0010)

Records Disposition Schedule 2	
Type of Record	Disposition
<p>(b) All cases under Title 11, U.S.C., where audio recordings may require an extended period of retention for one or more of the following pending matters:</p> <ul style="list-style-type: none"> • collecting assets of the estate; • determining the appropriateness of discharge; • obtaining relevant information about the affairs of the debtor; • investigating the organization structure of the debtor; • fixing compensation of professional persons; • investigating or prosecuting criminal conduct, including but not limited to perjury. 	<p>Temporary. Destroy/delete 2 years after the conclusion of the applicable pending matter(s).</p> <p>(NARA Disposition Citation DAA-0578-2013-0002-0011)</p>
<p>(7) Bankruptcy criminal referral files. Records include referral documentation and all supporting documentation, whether or not part of the referral.</p>	<p>Temporary. Destroy 10 years after the date of referral or when case is closed, whichever is later.</p> <p>(NARA Disposition Citation DAA-0578-2013-0002-0012)</p>
<p>(8) Credit counseling and debtor education provider files. Records include applications, tax returns, and government certifications.</p>	<p>Temporary. Destroy 10 years after the end of the fiscal year of the application.</p> <p>(NARA Disposition Citation DAA-0578-2013-0002-0013)</p>