

IN THE UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA

F I L E
DEC 08 2006
CLERK U.S. DISTRICT COURT
SOUTHERN DISTRICT OF IOWA

IN THE MATTER OF
DISPOSAL OF SCANNED
DOCUMENTS

ORDER

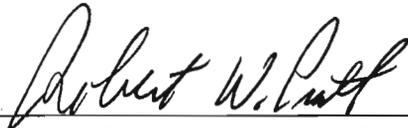
Public Administrative Order

No. 06 - AO - 6 - P

In May 2006 the National Archives and Records Administration (NARA) adopted a policy permitting immediate disposal of paper documents scanned in their entirety into the Case Management/Electronic Case Filing (CM/ECF) system, unless immediate disposal is prohibited by local court rule. The Southern District of Iowa hereby establishes that paper documents shall be maintained for one year after being scanned in their entirety into the CM/ECF system. After the one year deadline, these documents shall be disposed of in an appropriate manner by the Clerk's Office without further notice to any party or to the Court.

IT IS SO ORDERED.

DATED this 8th day of December, 2006.



ROBERT W. PRATT, Chief Judge
United States District Court
Southern District of Iowa