

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER NO. 95-35

**IN RE:**

**HANDLING AND DESTRUCTION  
OF SEALED DOCUMENTS**

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At the request of the Clerk of Court, and after consultation with the United States Attorney's Office, it is agreed that all documents sealed prior to January 1, 1985 shall be unsealed and disposed of according to the Records Disposition Program included in the *Guide to Judiciary Policies and Procedures* (Volume I-B, Chapter IV, Part A). A list of these matters, by number, will be circulated by the Chief Judge to the Court and the United States Attorney's Office, advising that the listed documents shall be destroyed unless further action is taken.

Annually, on or about March 1st, the Court, on consultation with the Clerk of Court, and as directed by the Chief Judge of the Court, shall circulate a list of matters, by number, that have been sealed at the request of the United States Attorney's Office for ten years or longer, advising that office that the listed documents shall be destroyed unless further action is taken.

It is therefore ORDERED and ADJUDGED that the procedure outlined above will begin immediately.

DONE AND ORDERED in chambers at the United States Federal Building and Courthouse, 299 East Broward Boulevard, Fort Lauderdale, Florida, this 31 day of May, 1995.



NORMAN C. ROETTGER  
CHIEF UNITED STATES DISTRICT JUDGE  
SOUTHERN DISTRICT OF FLORIDA

cc: Honorable Gerald B. Tjoflat, Chief Judge, Eleventh Circuit  
All Southern District Judges and Magistrate Judges  
Norman E. Zoller, Circuit Executive, Eleventh Circuit  
Carlos Juenke, Court Administrator/Clerk of Court  
United States Attorney  
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