



OVERVIEW of OSCAR SYSTEM ARCHIVING

Presented by
Administrative Office of the U.S. Courts
OSCAR Program Office



Objectives

- Describe system archiving and its benefits
- Review the archiving timeline
- Explain the impact of archiving on:
 - Judges and their Chambers Staff
 - Staff Attorney Offices
 - Court Unit Administrators
 - Law School Administrators



What Is System Archiving?

The OSCAR Program Office performs system archiving once a year. The purpose of system archiving is to purge outdated accounts, positions, documents, and applications to prepare for the next hiring season. Please note that OSCAR is not a document repository. We have over 40,000 users, so archiving helps the site run more efficiently.



System Archiving 101

- Storage in OSCAR is reserved for accounts and documents
- Annual emails are sent to every OSCAR account holder providing information regarding the archiving process, events, and timeline
- Specific instructions are emailed to Judges, Chambers Staff, Staff Attorney Offices, Court Unit Administrators, Law School Administrators, and Applicants
- Emails are sent to all recommenders (faculty or non-faculty) with a reminder to save letters submitted one year or more ago

Understanding Archiving Jargon

Delete



Prior year archived data is purged



Cannot be restored



vs.

Archive



Accounts, positions, applications, and report data are moved to archive tab



Can be restored



Archiving Timeline

What Does the Administrative Office Do?

- Begin preparations for system archiving

October 11



October 26

- Send emails to judges, chambers staff, staff attorney offices, court unit administrators, and law school administrators

What Can You Do?

OSCAR account user: keep your eye out for notification emails and communication from OSCAR Program Office.

What Does the Administrative Office Do?

- Send emails to applicants and recommenders
- Delete all currently archived accounts (accounts were archived during last year's system archiving and were never restored)
- Delete all currently archived applications from 2015 to 2016 hiring season (these are applications submitted over two years ago)

November 9



November 27



What Can You Do?

Judges, chambers staff, staff attorney offices, and court unit administrators: make sure to download 2015 to 2016 archived applications and applicant information for your records prior to this date.

What Does the Administrative Office Do?

- Delete unused applicant accounts (accounts without documents or application materials associated with them)
- Delete unused recommender accounts (accounts without any recommendation letters associated with them)
- Archive clerkship positions filled/expired as of June 30, 2017
- Archive applications associated with positions filled/expired as of June 30, 2017

December 1



December 11



What Can You Do?

Judges, chambers staff, staff attorney offices, and court unit administrators: download applications submitted to posted positions for your records prior to this date.

Judges, chambers staff, staff attorney offices, and court unit administrators: download 2017 filled/expired positions for your records prior to this date.

What Does the Administrative Office Do?

- Archive applicant accounts that have no registered account activity for one year
- Archive recommender accounts that have no registered account activity for one year

December 14

What Can You Do?

Applicants: download account materials prior to this date. Applicant accounts can be restored upon login.

Recommenders: download recommendation letters and templates for your records prior to this date.

Recommender accounts can be restored by contacting the OSCAR Help Desk or by receiving a new recommendation request.

Archiving Impact



Chambers Staff and Staff Attorney Offices Will Lose...

- Applications from 2015-2016
- Positions filled/expired as of June 30, 2017
- Count of applications submitted to HR office
- Applications packet



Law School Administrators Will Lose...

- Inactive applicant accounts
- Inactive recommender accounts
- Completed recommendation letters
- Predefined reports



Court Unit Administrators Will Lose...

- Applications from 2015-2016
- Positions filled/expired as of June 30, 2017
- Count of applications for reporting to Administrative Office
- Applications packet
- Predefined reports

**IF YOU HAVE
QUESTIONS,
HOLLER!**

OSCAR PROGRAM OFFICE

Phone: 1-800-666-2120 (toll free)

Email: oscar-support@ao.uscourts.gov

Feedback

- Please provide feedback for this course in the link below.

<https://www.surveymonkey.com/r/X7PVQ5V>



THANK YOU

