

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JUN 5 1975</b>	JOB NO. <b>NC - 129-75-2</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<p align="center">7-21-75 <i>James P. O'Neil</i> Date acting Archivist of the United States</p>	

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Bureau of Prisons**

2. MAJOR SUBDIVISION  
**Management Services & Information Systems Branch**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/4/75 *Robert B. Walton* *Chief Agent & Info Systems*  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Institutional Inmate Case Files, consisting of documentation relating to the receipt, classification, detention, and release of persons convicted of violating Federal laws and held at Federal penal and correctional institutions.</p> <p>Disposition: Hold at institution until termination of sentence, then close and transfer file to Federal records center. Destroy 10 years after closing of file.</p>		

*Copy to Agency & All FRC's 7/23/75*