

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-129-77-11

DATE RECEIVED **8 SEP 1977**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-19-77 *James B. Rhoads*
Date Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Federal Bureau of Prisons

2. MAJOR SUBDIVISION

Information and Management Branch

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Don Anderson
Chief, Administrative Systems**

5. TEL. EXT.

724-3050

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 9/6/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Walton</i>	E. TITLE Robert E. Walton Chief, Information and Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>INSTITUTION INMATE FILES</u></p> <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>Destroy thirty (30) years from Expiration of Sentence. Transfer to Federal records center by year of expiration of sentence.</p> <p>NOTE: The terms of this schedule do not apply to institutional inmate case files covered by Job Nos. NC1-129-77-1, -2, -3, -4, -6, -7, -8, and -9.*</p> <p>*Additions to schedule authorized by Donald N. Anderson of BOP per telecom of 15 Sep. 77. <i>DNA</i></p>	NC-129-75-2	<i>item</i>