# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

<table>
<thead>
<tr>
<th>TO</th>
<th>NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FROM (Agency or establishment)</td>
</tr>
<tr>
<td></td>
<td>FEDERAL BUREAU OF PRISONS</td>
</tr>
<tr>
<td>2</td>
<td>MAJOR SUBDIVISION</td>
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<tr>
<td></td>
<td>FEDERAL CORRECTIONAL FACILITIES</td>
</tr>
<tr>
<td>3</td>
<td>MINOR SUBDIVISION (SEE ATTACHED)</td>
</tr>
<tr>
<td>4</td>
<td>NAME OF PERSON WITH WHOM TO CONFER</td>
</tr>
<tr>
<td></td>
<td>OMAR HERRAN</td>
</tr>
<tr>
<td>5</td>
<td>TELEPHONE</td>
</tr>
<tr>
<td></td>
<td>(202) 514 - 2254</td>
</tr>
</tbody>
</table>

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- [ ] is not required;
- [ ] is attached; or
- [ ] has been requested.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/7/2000</td>
<td>Omar Herran</td>
<td></td>
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<tr>
<td></td>
<td>CHIEF, INFORMATION MANAGEMENT OFFICE</td>
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</tbody>
</table>

7 ITEM NO

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

(SEE ATTACHED)
BUREAU OF PRISONS
USP-LEAVENWORTH RECORDS

Job No. NI-129-00-001

1. Annual Reports, 1906-1959

Annual narrative reports to the Attorney General from the Warden of USP-Leavenworth (1906-1929.) Annual reports of the Director of the Federal Bureau of Prisons, entitled either Federal Offenders or Federal Prisons (1932-59, with gaps)

2 cubic feet  Arranged chronologically

PERMANENT. Transfer to National Archives immediately.

2. Inmate Registers and Count Books, 1910-1938

The count books are a daily record of number and composition of the inmate population of USP-Leavenworth and a prison annex operated by the Bureau of Prisons that included the U S Army Disciplinary Barracks from 1929-40.

11 cubic feet  Arranged chronologically

PERMANENT. Transfer to National Archives immediately

3. Business Office Ledgers (Pre-1930)

Financial posting and control records detailing the administration of individual accounts of prisoners and departments within the prison

11 cubic feet  Arranged chronologically

PERMAMENT  Transfer to National Archives immediately

4. Prison Newspapers (1914-90)

Internal newspapers published by inmates and employees chronicling day-to-day events at USP-Leavenworth

3 cubic feet  Arranged chronologically.

PERMANENT. Transfer to National Archives immediately

5. Job History Cards (pre-1970)

2 cubic feet  Arranged alphabetically
Index cards containing names of all employees at USP-Leavenworth including dates of service and nature of assignment

PERMANENT. Transfer to National Archives immediately.

6. Incident Reports (ca. 1950-70)

1 cubic foot. Arranged chronologically.

Files containing reports of incidents of inmate misconduct (assaults, escape attempts, etc.) at USP-Leavenworth during the 1950’s and 1960’s, and one notebook containing a report on a disturbance that occurred in 1973.

PERMANENT. Transfer to National Archives immediately.


4876 cubic feet. Arranged numerically by inmate case number.

Inmate case files contain commitment and discharge documentation, records of conduct, administrative actions, medical treatment, work assignments, personal data, correspondence, and evidence of the general supervision of each inmate while in federal custody.

PERMANENT. Close files when inmate is released from the facility. Cut-off closed files at end of current year, then transfer to National Archives 50 years after cut-off, in ten-year blocks.


1 cubic foot. Numbered, recorded, and identified on a local finding aid.

Photographic images of USP-Leavenworth physical plant, offices, staff, training and social activities, and operations, including the prison farm, grounds, structures and views of the prison from numerous points inside and outside of the prison walls.

PERMANENT. Transfer to National Archives immediately.

9. Copies of Letters Sent by the Warden, (1914-1920)

Press copies of letters sent by the Warden relating to day-to-day operations and related official matters. Letters concern personnel changes, reports of incidents, investigation of inmates, prison administration, and parole matters. Primary recipients of letters include the Attorney General, Superintendent of Prisons, Inspector of Prisons and the President of the Board of Parole.

1 cubic foot. Arranged chronologically by date of letter.

PERMANENT. Transfer to National Archives immediately.

Record of inspection and survey, formal agreement, and actions taken in preparation for transfer of U.S Disciplinary Barracks to the Department of Justice.

1 inch

PERMANENT. Transfer to National Archives immediately

11. Subject Files, 1906-89

Administrative files of the office of the warden relating to prison operations including reports, memoranda, correspondence, inmate death notifications and certificates, investigations of assaults and disturbances, escape data, and task force studies.

2 cubic feet. Arranged by subject

PERMANENT. Transfer to National Archives immediately.

12. Construction Correspondence, (1904-08)

1 cubic foot Arranged chronologically

PERMANENT. Transfer to National Archives immediately


Photographic record of DOJ sponsored training of inter-agency law enforcement personnel held at USP-Leavenworth.

1 inch. Arranged chronologically

PERMANENT: Transfer to National Archives immediately


3 inches

Regulations and instructions relating to federal prison operation

PERMANENT: Transfer to NARA immediately
Record of inspection and survey, formal agreement, and actions taken in preparation for transfer of US Disciplinary Barracks to the Department of Justice

1 inch

PERMANENT. Transfer to National Archives immediately

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PERMANENT Transfer to NARA immediately.

MARK A. CORRISTON
Director, Records Management Operations
National Archives and Records Administration-Central Plains Region
(816) 926-6934