

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
FEDERAL BUREAU OF PRISONS

2 MAJOR SUBDIVISION  
FEDERAL CORRECTIONAL FACILITIES

3 MINOR SUBDIVISION  
(SEE ATTACHED)

4 NAME OF PERSON WITH WHOM TO CONFER  
OMAR HERRAN

5 TELEPHONE  
(202) 514 - 2254

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-129-00-1

DATE RECEIVED  
3/20/00

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE  
3-30-00

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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.

DATE  
3/7/2000

SIGNATURE OF AGENCY REPRESENTATIVE  
*Omar Herran*

TITLE  
CHIEF, INFORMATION MANAGEMENT OFFICE

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

*Agency, DWMDC, NR, DWCS*

**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

**PERMANENT** 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 on 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

**PERMAMENT.** Transfer to National Archives immediately

**7. Institution Inmate Case Files – USP Leavenworth, (1921-1995)**

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 <sup>calendar</sup>  ~~fiscal~~ year, then transfer to National Archives 50 years after cut-off, in ten-year blocks

**8. Photographs, (1910- ca. 1970)**

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

**10. Joint Board Proceedings, (1929)**

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

**13. Training and Competition Manuals, (1951, 1956)**

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

**14. Policies and Procedures Manual, (1942)**

3 inches

Regulations and instructions relating to federal prison operation

**PERMANENT:** Transfer to NARA immediately

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