




REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-129-88-1	DATE RECEIVED 3/22/88
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION FEDERAL BUREAU OF PRISONS		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION OFFICE OF GENERAL COUNSEL		5 TELEPHONE EXT 202-724-5998	DATE 10/24/88
4 NAME OF PERSON WITH WHOM TO CONFER THOMAS E. WILLIAMS		ARCHIVIST OF THE UNITED STATES 	

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 one 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 3/14/88	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE THOMAS E. WILLIAMS, CHIEF, DOCUMENTS CONTROL FEDERAL BUREAU OF PRISONS
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>FEDERAL TORT CLAIMS, ADJUDICATION AND SETTLEMENT CASE FILES</p> <p>These files result from claims made by inmates or employees under the Federal Tort Claims Act or Civilian Employees Compensation Act. Claims for \$5,000.00 and less are adjudicated by Bureau Regional Offices. Claims for over \$5,000.00 are adjudicated by the Department of Justice. The office of record for claims under \$5,000.00 is the respective Regional Office and for claims over \$5,000.00, the Bureau Central Office, Office of General Counsel.</p> <p>DISPOSAL:</p> <p>a. Each Office of Records will retain the entire file including final judgements and settlements. File will be "cut off" upon final judgement, retained in the office of record for 3 years, transferred to an appropriate FRC for 17 years, then destroyed. (Total retention period - 20 years).</p> <p>b. If a case file sets a precedent or has historical significance, as determined by the Office of General Counsel, the file will be forwarded by the office of record to the Office of General Counsel 3 years after final judgement or settlement. The file will then be retained by the Office of General Counsel for 2 additional years, the forwarded to the appropriate FRC to be retained for an additional 45 years and then destroyed. (Total retention period - 50 years)</p>		<p>All changes to this proposed schedule have been approved by:</p> <p> NARA Appraiser</p> <p> BOP Records Officer</p> <p>10/4/88</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO N1-129-88-1	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Case files maintained by office of record.</p> <p><u>Disposition:</u> Transfer to FRC 3 years after close of case. Destroy 12 years after close of case.</p>		