

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-129-88-2

DATE RECEIVED

3/22/88

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

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2 **DEPARTMENT OF JUSTICE**
MAJOR SUBDIVISION

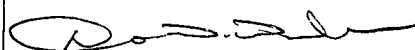
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 **FEDERAL BUREAU OF PRISONS**
MINOR SUBDIVISION

4 **OFFICE OF GENERAL COUNSEL**
NAME OF PERSON WITH WHOM TO CONFER
THOMAS E. WILLIAMS

5 TELEPHONE EXT
202-724-5998

DATE
10/24/88



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
-------------------	---	--

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Litigation Case Files</u> - These files result from litigation brought by or against the Federal Bureau of Prisons, related to matters of incarceration and Federal penal administration. Case files are accumulated by Regional Offices in their respective District Courts, or cases involving the Supreme Court, by the Central Office, Office of General Counsel. Some of the documentation in a case file is duplicative of material filed by the U.S. Courts and Office of U.S. Attorneys. However, the Bureau case file contains the necessary material generated by the Bureau and all others concerned meeting our internal needs.</p> <p><u>DISPOSAL:</u></p> <p>a. Office of Record will retain entire file including final judgements. File will be "cut off" upon final judgement, retained in the office of record for 3 years, transferred to an appropriate FRC for an additional 7 years retention, then destroyed. (Total retention period - 10 years after final judgement).</p> <p>b. In the event that a case sets a precedent or has historical significance, as determined by the Central Office, Office of General Counsel, the file will be forwarded by the office of record to the Central Office of General Counsel 3 years after final judgement. The file will be retained in the Central Office of General Counsel for an additional 2 years, then transferred to the FRC to be retained an additional 20 years, then offered to the National Archives.</p>		<p>All Changes to this proposed schedule have been approved by:</p> <p> NARA Appraiser</p> <p> BoP Records Officer</p> <p>10/4/85</p>

Copies sent to agency
11/30/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO
N1-129-88-2

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 10 years after close of case.</p>		