

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

*NI-129-89-5*

DATE RECEIVED

*2-23-89*

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

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

DEPARTMENT OF JUSTICE

2 MAJOR SUBDIVISION

FEDERAL BUREAU OF PRISONS

3 MINOR SUBDIVISION

NATIONAL INSTITUTE OF CORRECTIONS

4 NAME OF PERSON WITH WHOM TO CONFER

John W. Roberts

5 TELEPHONE EXT

724-5998

DATE

ARCHIVIST OF THE UNITED STATES

*5/19/89* *Claudia Necker*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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, 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
2/21/89	<i>John W. Roberts</i>	Archivist 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>RG 129. RECORDS OF FEDERAL BUREAU OF PRISONS</p> <p>National Institute of Corrections National Academy of Corrections</p> <p>SEMINAR FILES</p> <p>These files relate to training seminars given by the National Academy of Corrections for representatives of State, county, and local corrections agencies. They are arranged by year, and thereunder alphabetically by course title. Included are applications, lists of attendees, travel itineraries, routine correspondence, course evaluations, and non-record copies of contracts. These records are similar to records <del>authorized for disposal under GRS-1, item 29.</del> Also included are course materials and syllabi, the record copies of which are maintained elsewhere and will be scheduled separately.</p> <p>DISPOSAL:</p> <p>cut off files annually; retain at National Academy of Corrections for three (3) years, then retire to Federal Records Center for ten (10) years. Destroy when thirteen (13) years old.</p>		

*copy sent to agency  
NCF/ANT 5/23/89*