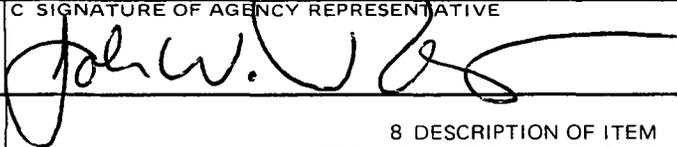


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-129-90-1
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	9-27-90
1 FROM (Agency or establishment) Federal Bureau of Prisons		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2 MAJOR SUBDIVISION Administration Division			
3 MINOR SUBDIVISION Archives			
4 NAME OF PERSON WITH WHOM TO CONFER John W. Roberts, Archivist	5 TELEPHONE EXT 202-307-2998	DATE 1/3/91	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 3 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 9/25/90	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Archivist
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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><u>RG 129 RECORDS OF THE FEDERAL BUREAU OF PRISONS</u></p> <p><u>Records of the Office of the Director</u></p> <p>DIRECTOR'S LETTERS TO ASSISTANT DIRECTORS, REGIONAL DIRECTORS, AND CHIEF EXECUTIVE OFFICERS ("DIRECTOR'S BLUE LETTERS"), 1937- .</p> <p>Arranged chronologically.</p> <p>Circular letters sent once or twice a month to Executive Staff members and Wardens. The letters include explanations of policy issues, instructions on procedures, comments on correctional methods, analyses of problems, news of significant events in the Bureau, and updates on the Director's activities.</p> <p style="text-align: center;">PERMANENT</p> <p>Disposition: Break off at the conclusion of a Director's administration. Transfer to NARA when no longer needed for administrative purposes or internal historical research, or when 30 years old, whichever is sooner.</p> <p style="text-align: right;"><i>Copies sent to agency, NN-WJNNT 1-29/91</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 3
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)
2.	<p>MEMORANDUMS TO JUSTICE DEPARTMENT, 1987-</p> <p>Arranged chronologically.</p> <p>Memorandums, reports, letters, notes, and attachments submitted to the Attorney General, Deputy Attorney General, Assistant Attorneys General, and other top-level Justice Department officials by the Director of the Bureau of Prisons. Included are the Director's regular weekly reports to the Attorney General, information updates, and briefing papers relating to the Director's activities, inter-agency liaison, policy development, legislation, meetings, long-range planning issues, court cases involving the Bureau of Prisons, and notable occurrences in the Federal prison system.</p> <p><i>PERMANENT</i> at the conclusion of a Director's administration Disposition: Break off [^]annually. Transfer to NARA after 30 years.</p>		
3.	<p>SUBJECT FILES, ca. 1970-</p> <p>Arranged alphabetically.</p> <p>Incoming and outgoing correspondence, memorandums, reports, transcripts, newspaper clippings, publications, and other papers relating to a wide variety of topics, including correctional methods and technologies, Bureau facilities, policy development, budgetary matters, the United Nations, the American Correctional Association, Prison Industries, current and former staff members, and court cases.</p> <p><i>PERMANENT</i> Disposition: Break off at the conclusion of a Director's administration. Transfer to NARA after 30 years.</p>		
4.	<p>CALENDAR FILES, 1980-</p> <p>Arranged chronologically.</p> <p>Outgoing correspondence signed by the Director which often provides unique documentation on specific issues.</p> <p><i>PERMANENT</i> Disposition: Break off every five years. Transfer to NARA after 30 years.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO	PAGE 3 OF 3
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>
5.	<p>EXECUTIVE STAFF PAPERS, 1973- .</p> <p>Arranged chronologically and thereunder numerically.</p> <p>Minutes, agendas, correspondence, position papers. background reports, progress reports, drafts of policy statements, and other materials used by members of the Bureau's Executive Staff in reaching decisions on policies and programs. The Executive Staff consists of the Bureau's Director, Assistant Directors, Regional Directors, and General Counsel, as well as the Executive Director of the National Institute of Corrections. The Executive Staff Papers were compiled as reference materials for the bi-monthly meetings of the Executive Staff.</p> <p style="text-align: center;">PERMANENT</p> <p>Disposition: Break off every 10 years, Transfer to NARA after 30 years.</p>		