REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (Agency or establishment)
   Federal Bureau of Prisons

2 MAJOR SUBDIVISION
   Administration Division

3 MINOR SUBDIVISION
   Office of the Assistant Director

4 NAME OF PERSON WITH WHOM TO CONFER
   John W. Roberts

5 TELEPHONE EXT
   202-307-2998

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 2 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 6/7/91

   C SIGNATURE OF AGENCY REPRESENTATIVE
   John W. Roberts, Archivist

   D TITLE

   7 ITEM NO

   8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)
   RG 129: RECORDS OF THE FEDERAL BUREAU OF PRISONS
   Records of Assistant Director for Administration

   1. SUBJECT FILES (1982- )
   Arranged alphabetically. Correspondence, reports, publications, and other papers concerning such topics as narcotics, legislation, inmate population levels, prison medical care, detention issues, litigation, work programs, security technology, and the Atlanta/Oakdale disturbances of 1987. Much of the material is duplicated in Director's Office files.
   Disposition: NON-PERMANENT. Destroy when 5 years old, or when no longer needed for administrative purposes, whichever is later.

   115-108

STANDARD FORM 115 (REV. 6-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
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</thead>
</table>
| 2.      | **INSTITUTION FILES (1979-**)**  
Arranged alphabetically by name of site.  
Correspondence, reports, and memorandums relating to site acquisition and facilities development.  
Much of the material is duplicated in the records of the Facilities Office.  
Disposition: NON-PERMANENT. Destroy when 5 years old, or when no longer needed for administrative purposes, whichever is later. | | |
| 3.      | **CALENDAR FILES (1983-**)**  
Outgoing and some incoming copies of correspondence of the Assistant Director and Deputy Assistant Directors for Administration.  
Disposition: NON-PERMANENT. Cutoff annually. Destroy when 5 years old. | | |