



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	N1-129-91-2
1 FROM (Agency or establishment) Federal Bureau of Prisons		DATE RECEIVED	6-11-91
2 MAJOR SUBDIVISION Administration Division		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Assistant Director		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER John W. Roberts	5 TELEPHONE EXT 202-307-2998	DATE 9/5/91	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 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 	D TITLE John W. Roberts, Archivist
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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 THE FEDERAL BUREAU OF PRISONS</p> <p><u>Records of Assistant Director for Administration</u></p> <p>SUBJECT FILES (1982-)</p> <p>Arranged alphabetically. Correspondence, reports, publications, and other papers on 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.</p> <p>Disposition: NON-PERMANENT. Destroy when 5 years old, or when no longer needed for administrative purposes, whichever is later.</p>		

Copies sent to agency, NN-W, NNT 9/13/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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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>
2.	<p>INSTITUTION FILES (1979-)</p> <p>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.</p> <p>Disposition: NON-PERMANENT. Destroy when 5 years old, or when no longer needed for administrative purposes, whichever is later.</p>		
3.	<p>CALENDAR FILES (1983-)</p> <p>Outgoing and some incoming copies of correspondence of the Assistant Director and Deputy Assistant Directors for Administration.</p> <p>Disposition: NON-PERMANENT. Cutoff annually. Destroy when 5 years old.</p>		