

Revised NCO 4/23/79 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-129-79-2	
DATE RECEIVED	
May 7, 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)	
DEPARTMENT OF JUSTICE	
2. MAJOR SUBDIVISION	
FEDERAL PRISON SYSTEM	
3. MINOR SUBDIVISION	
NATIONAL INSTITUTE OF CORRECTIONS	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
FRANK A. MAES <i>Frank A. Maes</i>	724-3106'

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
4/30/79	<i>Robert E. Walter</i>	Chief Management & Information Systems Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	GRANT CASE FILES - re GRS 3, item 17 Place in inactive file upon completion of grant project. Retain in the current files 3 years, transfer to FRC, Destroy 5 years thereafter (total file life 8 years after close of grant) N.B. The disposal recommended by this document will serve the administrative and legal needs of the NIC. The disposal is the same as applied to grant case files generated by the Law Enforcement Assistance Administration, DOJ, LEAA).		