

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

<b>LEAVE BLANK</b>	
JOB NO	NCL-129-83-7
DATE RECEIVED	4-1-83
<b>NOTIFICATION TO AGENCY</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	5-5-83
	<i>Robert R. May</i> 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  
BUREAU OF PRISONS

3 MINOR SUBDIVISION  
OFFICE OF GENERAL COUNSEL

4 NAME OF PERSON WITH WHOM TO CONFER *JFF*  
THOMAS E. WILLIAMS - JAMES A. FINNEY

5 TEL EXT  
724-5998

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 one 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
12-23-82	<i>[Signature]</i>	Chief, Documents Control

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	ADMINISTRATIVE REMEDY CASE FILES AND INDICES OF DISPOSITION These records have been created since mid-1973. These records will continue to be created in the future. These records are created because of the Administrative Remedy Procedure through which an inmate may seek formal (non-judicial) review of a complaint which relates to any aspect of their imprisonment when less formal procedures have not resolved matters. Each final disposition of an inmate case is indexed for review and public inspection. Minimum retention periods were established by Consent Order, Civil Action No. 78-0216 US Dist Court for the Dist. of Columbia. Copies of Consent Order, FPS internal policy and forms used are attached.		
1a.	ADMINISTRATIVE REMEDY CASE FILE - place case file in an inactive file when "final disposition" occurs. Cut inactive file at end of each calendar year. Destroy 3 years after end of calendar year.*		
1b.	ADMINISTRATIVE REMEDY INDICES OF DISPOSITION - Cut off entries to the index at the end of calendar year - place in inactive file. Field Offices (Regional and Institution) and Central Office indexes to be maintained at the site of creation for 20 years, then destroy (i.e., destroy 20 years after end of calendar year in which cut off and placed in inactive file).*		
	* Clarification of disposition instructions authorized by Thomas E. Williams, BOP, per telecom of Apr. 5/83.		2 items