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)
   Department of Justice

2. MAJOR SUBDIVISION
   Bureau of Prisons

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Thomas E. Williams, Documents Control

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 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

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   1. Central Administrative File
      General correspondence maintained under the subject heading of "miscellaneous," consisting of requests for information, complaint letters, and other routine correspondence. Primarily 1965-67, 2 cubic feet.
      Currently maintained in Cabinet 17, Drawer 4, among BOP's record holdings in the basement of the HOLC Building.

9. SAMPLE OR JOB NO

10. ACTION TAKEN

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114