REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO: NCI - 129 - 84 - 4

DATE RECEIVED: 8-29-84

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:

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required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	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
HELENE E. CAVIOR Western Region Research Administrator	415/347-0721	10-8-85	SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORD

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
8/22/85	[signature]	THOMAS E. WILLIAMS Chief, Documents Control

7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*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.	Inmate Files (ca. 300 linear feet). These are the official surviving Bureau of Prisons files for Alcatraz inmates (approximately 1,550 Central Office and Institutional files not counting duplicates due to multiple incarcerations). An enumerative list is attached specifying: name, Alcatraz number, date of birth, sentence beginning date, and sentence expiration date (not indicative of date of release from custody). Each file contains some or all of the following: (a) photograph; (b) fingerprint card; (c) record court commitment; (d) letters regarding sentence computation; (e) psychiatric report; (f) admission summary; (g) relative and correspondent list; (h) U.eS. Attorney's report; (i) Probation Office report; (j) prosecuting bureau; (k) Bureau of Investigation criminal record; (l) detainer letters; (m) power of attorney; (n) work assignment record; (O) conduct record and individual reports; (p) miscellaneous letter, reports, etc.; (q) medical record; (r) Immigration notice; (s) Post Office notice; and (t) clothing receipt (1934 - 1963). Permanent Retention. Offer to NARA as soon as research use of the records is completed.		
2.	Warden's Inmate Records (6 linear feet). These records are composed of: (a) thirteen 9"x11" looseleaf notebooks of basic summary information about selected inmates including photographs (1934 - 1963); and (b) 250 3"x5" index cards summarizing sentence computation and parole dates for the current population (circa 1960). Permanent Retention. Offer to NARA as soon as research use of the records is completed.		

Copy to NCF, NNA, NNE, 10/8/85.

115-108 Copy to agency under cover of letter of

NSN 7540-00-634-4064

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11 4

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)
3.	Administration Records (12 linear feet). Operations files include: (a) prisoners' welfare files for library purchases, library books, athletics, newspapers, school supplies, patents, inventions, medical, dental and blood supplies; (b) prisoners' maintenance files for provisions, tobacco, culinary, general and barber supplies; (c) annual farm report; (d) general maintenance files for the launch, surplus property, closing of institution, general accounts, roofing and skylights, fire fighting reports, doors and windows, general, power plant, vehicles, transportation requests, bouchers, specifications, freight and trucking, contract procedure, landscaping, window guard contracts, gate/catwalk/guard tower, dock repairs, machinery, sewing machines, office machines, and electric current; (e) buildings and grounds files (maintenance, minor construction and materials) for dwellings, elevators, hospital, Cell Block D, scales, sewer plumbing, refrigerators, telephones, general, glass and glazing ware, cell locking devices, tool-proof window guards, power plant, water, surfacing, stone, paint, brick, tile, bonds, lumber, heating, metals, photographic supplies, forms, textiles, office supplies, lubricants, instruments of precision, household commodities, insecticides, acetylene and oxygen gas, flags, bunting, bedding and linen, alcohol, electrical supplies, hardware, fuel, printing, and laundry and kitchen; (f) general files for contributions, cooperation, safety, staff conferences, holidays, clothing, reports/progress, and dogs; and (f) special files consisting of accounting and payroll procedures (circa 1960), central locking system for cells (1941), shakedown log (circa 1962), surplus property and library books transferred from the War Department (June, 1934), and Army transfer vouchers. Blueprints are for buildings constructed and/or modified by the Bureau of Prisons, and drawings for various mechanisms including cell locking devices (approximately 200). Reports of major incidents include primarily news clippings and teletypes for selected inmate trials and escape attempts of 1946 and 1962 and two reports on cut/broken prison bars by the National Bureau of Standards. Permanent Retention. Offer to NARA as soon as research use of the records is completed.		