

Red NCD 5 APR 1979

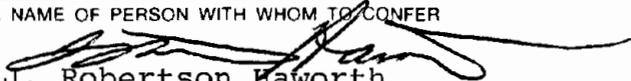
**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2. MAJOR SUBDIVISION  
**U. S. Parole Commission**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
  
**J. Robertson Haworth**

5. TEL. EXT.  
**724-3111**

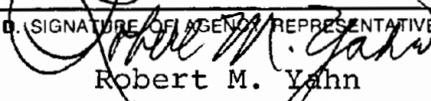
LEAVE BLANK	
JOB NO.	<b>NCI-438-79-1</b>
DATE RECEIVED	<b>05 APR 1979</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>4-24-79</b> Date	 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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>4-3-79</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE  <b>Robert M. Zahn</b>	E. TITLE <b>Chief, Records Maintenance and Disposition Section, Records Management Group, APMS/OMF</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Records as described by Part V, Chapter 2, page 3, Records Management Study of the U. S. Parole Commission, Regional Files Management Handbook, Burlingame, California 1979. Records described are held by five regional offices located in Texas, Missouri, California, Pennsylvania and Georgia.		<b>4 items</b>

sent to Agency NAF, DCW, 3NC, PHNC, 6NC, 7NC, 9NC-S  
4-30-79 mgj

RECORDS DISPOSITION SCHEDULE

ITEM #	DESCRIPTION OR RECORDS	AUTHORIZED DISPOSAL
1	Administrative Subject Files. These are agency supportive documents consisting of correspondence, bulletins, reports, travel authorizations, GBL's, purchase orders, and time and attendance records which fall under these categories: Administrative Services (ADS), External Relations (EXR), Financial Management (FIN), Management and Organization (MAN), and Personnel, (PER).	Cutoff files at end of calendar year, hold at agency for one year, and retire to Federal Records Center. Destroy seven years after cutoff date.
2	Program Records. These are records related to the mission of the Parole Commission. There are three divisions for these records.	
	A- Program Subject Files. These general subject files consist of correspondence, bulletins, reports, and dockets which fall under these categories: Legal and Legislative (LEL), Parole Hearings (PAH), Post Release (POS), Pre-Release (PRE), Program Procedures and Administration (PPA).	Cutoff files at end of calendar year, hold at agency for one year, and retire to Federal Records Center. Destroy seven years after cutoff date.
	B- Inactive Parolee Case Files. These are a four part file containing basic sentence data, background data, and parole hearing data on a Federal inmate or parolee.	Retire to Washington National* Records Center any time after case becomes inactive. Destroy ten years after the date the case became inactive. (Job No. NC-438-75-1)
	C- Parole Hearing Tapes. These are cassettee tape recordings of an individual parole hearing of a Federal inmate or parolee.	Hold in agency for one year and retire to Federal Records Center. Destroy ten years after the date of the hearing.

\*Clarification of disposal instructions for parolee case files authorized by Bernard W. Berglind, APMS/OMF, per telecom of 17 Apr 79. *Jul 4/17/79*