

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)

Federal Bureau of Prisons

2. MAJOR SUBDIVISION

Information and Management Branch

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Don Anderson

Chief, Administrative Systems

5. TEL. EXT.

724-3050

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

Robert E. Walton

Chief, Information and Management Branch

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

1.

CENTRAL OFFICE INMATE FILES

Central office inmate case files: These files relate to the incarceration of federal prisoners and document Board of Parole actions on applications for parole. This is a closed series of records following decentralization of Bureau of Prisons operations in 1974.

Destroy thirty (30) years from Expiration of Sentence.

NOTE: The terms of this schedule do not apply to central office inmate case files covered by Job Nos. NC-129-77-1, -2, -3, -4, and -5.*

*Addition to schedule authorized by Donald N. Anderson of BOP per telecom of 15 Sep 77. *AW*

NC-129-75-1

1 item

LEAVE BLANK

JOB NO.

NC1-129-77-10

DATE RECEIVED **8 SEP 1977**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-19-77
Date

James B. Rhoads
Archivist of the United States