



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-129-92-1	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED 3-13-92	
2 MAJOR SUBDIVISION INFORMATION, POLICY, AND PUBLIC AFFAIRS DIVISION		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION ARCHIVES			
4 NAME OF PERSON WITH WHOM TO CONFER JOHN W. ROBERTS, ARCHIVIST	5 TELEPHONE 202-307-2934	DATE 10/7/92	ARCHIVIST OF THE UNITED STATES 
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3/11/92	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE John W. Roberts, Archivist	
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	RG 129 RECORDS OF THE FEDERAL BUREAU OF PRISONS <u>Records of the Staff Training Academy</u> <i>also applied to records of Mgt. Training Ctr, 7/43 (see ltr.)</i> STUDENT FILES (Pre-1990) Arranged alphabetically by name of student. Personal data sheets, questionnaires, exam answer sheets, instructors' evaluations of students, and other papers relating to the course work of BOP staff at the Staff Training Academy. DISPOSITION: Non-permanent. Break off annually. Retention based on physical form, as follows: a. for original records that have <u>NOT</u> been microfilmed, destroy when 5 years old. b. for original records that <u>HAVE</u> been microfilmed, destroy when no longer needed for administrative purposes. c. for microfilm, destroy when 5 years old or when no longer needed for administrative purposes, whichever is later.		

copies sent to agency, NSR, NN-W, NNT 10/20/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	<p>COURSE FILES (Pre-1990)</p> <p>Arranged by course number. Class rosters, statistical reports on student performance, student grades, speaker resumes, examination answer keys, and graduation materials, for courses conducted at the Staff Training Academy.</p> <p>DISPOSITION: Non-permanent. Break off annually. Retention based on physical form, as follows:</p> <ul style="list-style-type: none"> a. for original records that have <u>NOT</u> been microfilmed, destroy when 5 years old. b. for original records that <u>HAVE</u> been microfilmed, destroy when no longer needed for administrative purposes. c. for microfilm, destroy when 5 years old or when no longer needed for administrative purposes, whichever is later. 		
3.	<p>CONSOLIDATED STUDENT/COURSE FILES (1990-)</p> <p>Arranged by course number. Papers related to courses (rosters, examination keys, graduation materials, etc.) and papers related to individual students (personal data sheets, instructors' evaluations, etc.). This series combines the sorts of materials contained in series 1 and 2, and supercedes series 1 and 2.</p> <p>DISPOSITION: Non-permanent. Break off annually. Retention based on physical form, as follows:</p> <ul style="list-style-type: none"> a. for original records that have <u>NOT</u> been microfilmed, destroy when 5 years old. b. for original records that <u>HAVE</u> been microfilmed, destroy when no longer needed for administrative purposes. c. for microfilm, destroy when 5 years old or when no longer needed for administrative purposes, whichever is later. 		