

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

*Rec'd NCO 1 May 80*

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

**1 FROM (AGENCY OR ESTABLISHMENT)**  
DEPARTMENT OF JUSTICE

**2 MAJOR SUBDIVISION**  
FEDERAL PRISON SYSTEM

**3 MINOR SUBDIVISION**  
NATIONAL INSTITUTE OF CORRECTIONS

**NAME OF PERSON WITH WHOM TO CONFER**  
*Frank A. Maes*  
FRANK A. MAES - TOM WILLIAMS

**5 TEL EXT**  
724-5998

<b>LEAVE BLANK</b>	
JOB NO NC1-129-80-2	
DATE RECEIVED 5-1-80	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>5-16-80</i>	<i>James P. Shields</i> 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.**

<b>C DATE</b> <i>4/28/80</i>	<b>D. SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>[Signature]</i>	<b>E TITLE</b> Chief, Documents Control & Distribution	
<b>7 ITEM NO</b>	<b>8. DESCRIPTION OF ITEM</b> (With Inclusive Dates or Retention Periods)	<b>9 SAMPLE OR JOB NO</b>	<b>10. ACTION TAKEN</b>
1	<p>GRANT CASE FILES - re GRS 3, item 15 (includes item 14 b)</p> <p>Grant Control Files of accepted grant applications consisting of an official and work file copy. Each individual grant case file remains active until completion of grant project. At the close of the grant, the work file will be screened, duplicate material removed, remaining material merged with the official file. Destroy (after screening and merging) 8 years after close of grant.</p> <p>Products of grants (reports, etc.) will be maintained separately from Grant Case Files by NIC</p>		<i>1 item</i>

*Copies In agency  
NWF NEW*