

REQUEST FOR RECORD 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
Bureau of Prisons

3 MINOR SUBDIVISION
Management & Information Systems Branch

4 NAME OF PERSON WITH WHOM TO CONFER
Thomas E. Williams
Chief, Documents Control

5. TEL EXT
724-5998


LEAVE BLANK	
JOB NO	
NCL-129-82-2	
DATE RECEIVED	
8/17/82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-19-82	
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 one 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 8/17/82	D SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Chief, Documents Control Bureau of Prisons	
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>ALDERSON INSTITUTION INMATE FILES</u></p> <p>Institutional inmate case files, consisting of documentation relating to receipt, classification, detention, and release of persons convicted of violating federal laws and held at the Federal Correctional Institution, Alderson, West Virginia.</p> <p>Destroy January 1, 2025, or 30 years from expiration of sentence, whichever is later. Transfer files not disposable in 2025 to Federal records center by year of expiration of sentence.</p>	Job No. NC1-129-77-6	<p></p> <p><i>Intern</i></p>

Closed out: 9-10-82
Closed to NCW & Agency ATTACHED