

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	<i>AI-4888-1</i>
1. FROM (Agency or establishment) Department of Justice		DATE RECEIVED	<i>6/2/88</i>
2 MAJOR SUBDIVISION U.S. Parole Commission		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <i>RG</i> Ruth G. Taylor	5. TELEPHONE EXT <i>6-20-88</i> 492-5952	DATE <i>12/88</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B. DATE <i>06-22-88</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Bernard W. Berglund</i> Bernard W. Berglund	D. TITLE Assistant Chief, Records Management Section/FASS/JMD
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><u>WITNESS SECURITY (WITSEC) RECORDS</u></p> <p>WITSEC case files are a continuous record from beginning of sentence through parole termination. Parole termination is determined by (a) death, (b) expiration of sentence, or (c) early termination of sentence by the U.S. Parole Commission (USPC). WITSEC prisoners/parolees receive the protection of the Government because of their unusual cooperation and because said cooperation has placed their lives, or those of their family, in jeopardy. Information is extremely sensitive and if revealed could prove harmful to the individual and the Government.</p> <p><u>WITSEC case files</u> consist of Bureau of Prison (BOP) sentence computations; judgments and commitments; AO-235 forms; FBI rap sheet; BOP progress reports; incident reports; pre-sentence investigations; inmate correspondence, testimonial letters; USPC notice of action; salient actor worksheet; hearing summaries; parole certificates; USPO Form F-3, Supervision Report; USPO Form F-1, Modification Request; termination certificates; and police reports.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>Disposition: Cut off at parole termination (death, expiration of sentence, or early termination of sentence by USPC). Retain for three years, then transfer to the Washington National Records Center (WNRC). Destroy 20 years after cutoff.</p> <p>NOTE: WITSEC case files shall be placed in Federal records center cartons and sealed prior to transfer to the WNRC. ONLY AUTHORIZED PERSONNEL OF THE USPC SHALL RETRIEVE RECORDS FROM THE BOXES IN THE WNRC.</p>		