

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-129-00-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/1/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 5: Job History Cards (pre-1970)

Item 6: Incident Reports (ca. 1950-70)

Item 7: National Archives Identifier 571125. Records transfer is ongoing.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1: National Archives Identifier 569502

Item 2: Accession Number: NRE-129-02-002 National Archives Identifier: 569923, 571043, 571052, 571122

Item 3: Accession: NRE-129-02-003 National Archives Identifier: 571159, 571197, 571198, 571200, 571201, 571202, 571203, 571224, 571236, 571253, 571255, 571258, 571401, 571416, 571490, 571491, 571493

Item 4: National Archives Identifier 569656, 569661, 569787, 569853, 569879

Item 8: National Archives Identifier 569648

Item 9: National Archives Identifier 569585

Item 10: National Archives Identifier 571154

Item 11: National Archives Identifier 569595

Item 12: National Archives Identifier 569600, 569915, 569919

Item 13: National Archives Identifier 569894

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Item 14: National Archives Identifier 569463

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As of 11/1/2024

N1-129-00-001

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
FEDERAL BUREAU OF PRISONS

2 MAJOR SUBDIVISION
FEDERAL CORRECTIONAL FACILITIES

3 MINOR SUBDIVISION
(SEE ATTACHED)

4 NAME OF PERSON WITH WHOM TO CONFER
OMAR HERRAN

5 TELEPHONE
(202) 514 - 2254

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-129-00-1

DATE RECEIVED
3/20/00

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

DATE
3-30-00

ARCHIVIST OF THE UNITED STATES
John W. Paul

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,

is not required; is attached; or has been requested.

DATE
3/7/2000

SIGNATURE OF AGENCY REPRESENTATIVE
Omar Herran

TITLE
CHIEF, INFORMATION MANAGEMENT OFFICE

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

Agency, DUMDC, NR, DWCS

**BUREAU OF PRISONS
USP-LEAVENWORTH RECORDS**

Job No. NI-129-00-001

1. Annual Reports, 1906-1959

Annual narrative reports to the Attorney General from the Warden of USP-Leavenworth (1906-1929.) Annual reports of the Director of the Federal Bureau of Prisons, entitled either Federal Offenders or Federal Prisons (1932-59, with gaps)

2 cubic feet Arranged chronologically

PERMANENT. Transfer to National Archives immediately.

2. Inmate Registers and Count Books, 1910-1938

The count books are a daily record of number and composition of the inmate population of USP-Leavenworth and a prison annex operated by the Bureau of Prisons that included the U S Army Disciplinary Barracks from 1929-40.

11 cubic feet. Arranged chronologically

PERMANENT. Transfer to National Archives immediately

3. Business Office Ledgers (Pre-1930)

Financial posting and control records detailing the administration of individual accounts of prisoners and departments within the prison

11 cubic feet. Arranged chronologically

PERMANENT Transfer to National Archives immediately

4. Prison Newspapers (1914-90)

Internal newspapers published by inmates and employees chronicling day-to-day events at USP-Leavenworth

3 cubic feet Arranged chronologically.

PERMANENT. Transfer to National Archives immediately

5. Job History Cards (pre-1970)

2 cubic feet Arranged alphabetically

Index cards containing names of all employees at USP-Leavenworth including dates of service and nature of assignment

PERMANENT. Transfer to National Archives immediately

6. Incident Reports (ca. 1950-70)

1 cubic foot Arranged chronologically

Files containing reports of on incidents of inmate misconduct (assaults, escape attempts, etc) at USP-Leavenworth during the 1950's and 1960's, and one notebook containing a report on a disturbance that occurred in 1973

PERMANENT. Transfer to National Archives immediately

7. Institution Inmate Case Files – USP Leavenworth, (1921-1995)

4876 cubic feet Arranged numerically by inmate case number

Inmate case files contain commitment and discharge documentation, records of conduct, administrative actions, medical treatment, work assignments, personal data, correspondence, and evidence of the general supervision of each inmate while in federal custody

PERMANENT. Close files when inmate is released from the facility Cut-off closed files at end of ~~fiscal~~ ^{calendar} year, then transfer to National Archives 50 years after cut-off, in ten-year blocks

8. Photographs, (1910- ca. 1970)

1 cubic foot Numbered, recorded, and identified on a local finding aid

Photographic images of USP-Leavenworth physical plant, offices, staff, training and social activities, and operations, including the prison farm, grounds, structures and views of the prison from numerous points inside and outside of the prison walls

PERMANENT. Transfer to National Archives immediately

9. Copies of Letters Sent by the Warden, (1914-1920)

Press copies of letters sent by the Warden relating to day-to-day operations and related official matters Letters concern personnel changes, reports of incidents, investigation of inmates, prison administration, and parole matters Primary recipients of letters include the Attorney General, Superintendent of Prisons, Inspector of Prisons and the President of the Board of Parole

1 cubic foot Arranged chronologically by date of letter

PERMANENT Transfer to National Archives immediately

10. Joint Board Proceedings, (1929)

Record of inspection and survey, formal agreement, and actions taken in preparation for transfer of U.S. Disciplinary Barracks to the Department of Justice.

1 inch

PERMANENT. Transfer to National Archives immediately

11. Subject Files, 1906-89

Administrative files of the office of the warden relating to prison operations including reports, memoranda, correspondence, inmate death notifications and certificates, investigations of assaults and disturbances, escape data, and task force studies.

2 cubic feet. Arranged by subject

PERMANENT. Transfer to National Archives immediately.

12. Construction Correspondence, (1904-08)

1 cubic foot Arranged chronologically

PERMANENT. Transfer to National Archives immediately

13. Training and Competition Manuals, (1951, 1956)

Photographic record of DOJ sponsored training of inter-agency law enforcement personnel held at USP-Leavenworth

1 inch. Arranged chronologically

PERMANENT: Transfer to National Archives immediately

14. Policies and Procedures Manual, (1942)

3 inches

Regulations and instructions relating to federal prison operation

PERMANENT: Transfer to NARA immediately

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Mark A. Corrison
MARK A CORRISTON
Director, Records Management Operations
National Archives and Records Administration-Central Plains Region
(816) 926-6934