

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-129-00-8</i>	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>1-20-00</i>	
2. MAJOR SUBDIVISION FEDERAL CORRECTIONAL FACILITIES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254		
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, <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. </div>		DATE <i>12-15-00</i>	
DATE <i>01-10-2000</i>		SIGNATURE OF AGENCY REPRESENTATIVE 	
TITLE CHIEF, INFORMATION MANAGEMENT OFFICE		ARCHIVIST OF THE UNITED STATES 	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <div style="height: 400px; border: 1px solid black; position: relative;"> <div style="position: absolute; top: 5px; left: 5px;">(SEE ATTACHED)</div> <div style="position: absolute; bottom: 20px; left: 20px; font-size: 1.2em;"> <i>Agency NWMDC NR</i> </div> </div>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Federal Bureau of Prisons: Record Group 209

Unicor-FPI-Federal Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)

RECORDS OF THE EDUCATION PROGRAM (INMATES)

Inmates who lack either a high school diploma or English-language facility are required to enroll in General Equivalency Diploma (GED) or English as a Second Language (ESL) programs. Vocational training, such as drafting and basic office skills, may also be offered. Official tracking of inmate education data, including GED test scores, is maintained in the SENTRY database. The Bureau's goal, completion for the required courses and for any optional adult continuing education courses, is also recorded. Standard grades (A, B, C, D, & F) are used in college level courses, only, and are maintained by and available from the registrar of the college or university offering the course.

1. TEACHERS ATTENDANCE RECORDS

Course enrollment lists are maintained in SENTRY, but daily attendance record is not entered.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 3 years old (program requirement)*

2. GED TEST SCORES

Evaluation scores and associated forms describing all of the five parts graded in the standard GED test. The administering institution enters test scores in SENTRY and in the paper records are maintained by the Education Department.

Cut off: *Annually (calendar year).*

Disposition: *Temporary. Destroy when 10 years old or when no longer needed for reference purposes, whichever is later.*

3. CURRICULUM

Course materials documenting the goals, objectives, scope, sequence, methods, and resources employed in the classroom environment. These materials are maintained in three-ring binders.

Disposition: *Temporary. Destroy when 3 years old.*

4. **CERTIFICATES AND OTHER NON-AUTOMATED EDUCATIONAL RECORDS.**

Mandatory and optional class records which are not included in the inmate central file.

Cut off: *Annually (calendar year).* Transfer to FRC authorized (in 5-year blocks).

Disposition: *Temporary. Destroy when 15 years old.*

5. **VOCATIONAL TRAINING ADVISORY COMMITTEE RECORDS**

There is a local advisory committee for each area of instruction made up of an administrator, instructors, contractors, and local experts in the trade area. The records contain minutes of meetings and other files documenting activities of groups providing technical assistance to vocational training programs.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 3 years old.*

6. **ELECTRONIC VERSION OF RECORDS CREATED BY ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for item 1-5 of the Education Program schedule.**

Disposition: *Temporary. Delete after the recordkeeping copy has been produced.*