

Request for Records Disposition Authority

Records Schedule Number DAA-0129-2015-0002
Schedule Status Approved

Agency or Establishment Bureau of Prisons
Record Group / Scheduling Group Records of the Bureau of Prisons
Records Schedule applies to Major Subdivision
Major Subdivision Reentry Services Division
Minor Subdivision Psychology Services
Schedule Subject Psychology Services
Internal agency concurrences will be provided Yes

Background Information Community Treatment Services Section

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0129-2015-0002

Sequence Number	
1	Psychology Services
1.1	1. CTS Substance Abuse Treatment Files Disposition Authority Number: DAA-0129-2015-0002-0001
1.2	2. CTS Mental Health Files Disposition Authority Number: DAA-0129-2015-0002-0002
1.3	3. CTS Sex Offender Files Disposition Authority Number: DAA-0129-2015-0002-0003
1.4	4. CTS Database Disposition Authority Number: DAA-0129-2015-0002-0004
1.5	5. Skill Program Treatment File Disposition Authority Number: DAA-0129-2015-0002-0005
1.6	6. Stages Program Treatment File Disposition Authority Number: DAA-0129-2015-0002-0006
1.7	7. Step Down Unit Program Treatment File Disposition Authority Number: DAA-0129-2015-0002-0007
1.8	8. Dual Diagnosis Program Treatment File Disposition Authority Number: DAA-0129-2015-0002-0008
1.9	9. Resolve Program Treatment File Disposition Authority Number: DAA-0129-2015-0002-0009
1.10	10. Brave Program Treatment Files Disposition Authority Number: DAA-0129-2015-0002-0010
1.11	Challenge Program Treatment Files Disposition Authority Number: DAA-0129-2015-0002-0011

Records Schedule Items

Sequence Number	
1	<p>Psychology Services</p>
1.1	<p>1. CTS Substance Abuse Treatment Files</p> <p>Disposition Authority Number DAA-0129-2015-0002-0001</p> <p>Contains treatment agreements, informed releases, clinical assessments, evaluations, treatment plans, monthly progress reports, termination reports, homework, and related documentation of inmates who participate in substance abuse treatment in the community. Files are organized by contract, inmate name, and register number.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation n1-129-09-12 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files one calendar year following completion or expulsion from the program.</p> <p>Transfer to Inactive Storage Transfer paper records only to the FRC.</p> <p>Retention Period Destroy 30 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>2. CTS Mental Health Files</p> <p>Disposition Authority Number DAA-0129-2015-0002-0002</p> <p>Maintains treatment agreements, release of information, clinical assessments, psychiatric evaluations, treatment plans, monthly progress reports, termination reports, homework, and other related documentation of inmates who participate in mental health or sex offender treatment in the community. Files are organized by contract, inmate name and register number.</p>

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	n1-129-09-12 / 2
Disposition Instruction	
Cutoff Instruction	Cut off files one calendar year following completion or expulsion from the program.
Transfer to Inactive Storage	Transfer paper records only to FRC.
Retention Period	Destroy 30 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
3. CTS Sex Offender Files	
Disposition Authority Number	DAA-0129-2015-0002-0003
Maintains treatment agreements, release of information, clinical assessments, psychiatric evaluations, sex offender evaluations, treatment plans, monthly progress reports termination reports, homework, and other related documentation of inmates who participate in mental health or sex offender treatment in the community. Files are organized by contract, inmate name and register number.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	n1-129-09-12 / 2

1.3

1.4	Disposition Instruction	
	Cutoff Instruction	Cut off files one calendar year following completion or expulsion from the program.
	Transfer to Inactive Storage	. Transfer paper records only to FRC.
	Retention Period	Destroy 30 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	4. CTS Database	
	Disposition Authority Number	DAA-0129-2015-0002-0004
	<p>This eRecord system consists of a web-based Active Server Pages (ASP) using a Microsoft Access Database to store and track information about drug abuse, mental health and sex offender treatment service contracts. The information stored consist of fielded data including contract number, company name, address, pre-solicitation and post-award monitoring phases, and associated dates of completion among other procurement and/or contract administration information.</p>	
	Final Disposition	Temporary
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
1.5	Disposition Instruction	
	Cutoff Instruction	Cutoff after end of contract or last deliverable service.
	Retention Period	Destroy 3 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	5. Skill Program Treatment File	
	Disposition Authority Number	DAA-0129-2015-0002-0005
	<p>File containing treatment agreement, interview forms, homework assignments, and/or psychological testing.</p>	
	Final Disposition	Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off files by the calendar year of the date of completion or expulsion from the program.

Transfer to Inactive Storage Transfer paper records only to FRC.

Retention Period Destroy 30 year(s) after placement at FRC

Additional Information

GAO Approval Not Required

1.6

6. Stages Program Treatment File

Disposition Authority Number DAA-0129-2015-0002-0006

File containing treatment agreement, interview forms, homework assignments, and/or psychological testing

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off files by the calendar year of the date of completion or expulsion from the program

Transfer to Inactive Storage Transfer paper records only to the FRC.

Retention Period Destroy 30 year(s) after after placement at FRC

Additional Information

1.7

GAO Approval Not Required

7. Step Down Unit Program Treatment File

Disposition Authority Number DAA-0129-2015-0002-0007

File containing treatment agreement, interview forms, homework assignments, and/or psychological testing.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off files by the calendar year of the date of completion or expulsion from the program.

Transfer to Inactive Storage Transfer paper records only to FRC.

Retention Period Destroy 30 year(s) after placement at FRC

Additional Information

GAO Approval Not Required

1.8

8. Dual Diagnosis Program Treatment File

Disposition Authority Number DAA-0129-2015-0002-0008

File containing treatment agreement, interview forms, homework assignments, and/or psychological testing.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

1.9

Disposition Instruction

Cutoff Instruction Cut off files by the calendar year of the date of completion or expulsion from the program.

Transfer to Inactive Storage Transfer paper records only to FRC.

Retention Period Destroy 30 year(s) after after placement at FRC

Additional Information

GAO Approval Not Required

9. Resolve Program Treatment File

Disposition Authority Number DAA-0129-2015-0002-0009

File containing treatment agreement, interview forms, homework assignments, and/or psychological testing.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff files by the calendar year of the date of completion or expulsion from the program.

Transfer to Inactive Storage Transfer paper records only to FRC 5 years after cutoff.

Retention Period Destroy 25 year(s) after placement at FRC

Additional Information

GAO Approval Not Required

1.10

10. Brave Program Treatment Files

Disposition Authority Number DAA-0129-2015-0002-0010

File containing treatment agreement, interview forms, homework assignments, and/or psychological testing.

Final Disposition Temporary

	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff files one calendar year following completion or expulsion from the program.
	Transfer to Inactive Storage	Transfer paper records only to FRC.
	Retention Period	Destroy 30 year(s) after after placement at FRC
	Additional Information	
	GAO Approval	Not Required
1.11	Challenge Program Treatment Files	
	Disposition Authority Number	DAA-0129-2015-0002-0011
	File containing treatment agreement, interview forms, homework assignments, and/or psychological testing.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff files one calendar year following completion or expulsion from the program.
	Transfer to Inactive Storage	Transfer paper records only to FRC.
	Retention Period	30 years after placement in the FRC.
	Additional Information	

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/04/2015	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
05/05/2015	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/10/2015	Submit For Certification	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
07/10/2015	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
09/15/2015	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/16/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/16/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist