

Request for Records Disposition Authority

Records Schedule Number **DAA-0129-2015-0003**
Schedule Status **Approved**

Agency or Establishment **Bureau of Prisons**
Record Group / Scheduling Group **Records of the Bureau of Prisons**
Records Schedule applies to **Agency-wide**
Schedule Subject **Escapee Inmate Files**
Internal agency concurrences will be provided **No**

Background Information **This schedule only applies to escapees who have not been captured. If captured, an inmate's files would be covered under the Institution Inmate Case Files (N1-129-09-007).**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0129-2015-0003

Sequence Number	
1	Escapee Inmate Files Disposition Authority Number: DAA-0129-2015-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="380 426 678 457">Escapee Inmate Files</p> <p data-bbox="380 478 1159 508">Disposition Authority Number DAA-0129-2015-0003-0001</p> <p data-bbox="380 530 1500 935">These are the official Bureau of Prisons files for existing facilities that currently have escapees. Basic documentation lists name, number, date of birth, sentence beginning date, and sentence expiration date (not indicative of date of release from custody). Each file contains some or all of the following: (a) photograph; (b) fingerprint card; (c) record court commitment; (d) letters regarding sentence computation; (e) psychiatric report; (f) admission summary; (g) relative and correspondent list; (h) U. S. Attorney's report; (i) Probation Office report; (j) prosecuting bureau; (k) Bureau of Investigation criminal record; (l) detainer letters; (m) power of attorney; (n) work assignment record; (o) conduct record and individual reports; (p) miscellaneous letter, reports, etc.; (q) medical record; (r) Immigration notice; (s) Post Office notice; and (t) clothing receipts.</p> <p data-bbox="380 957 935 987">Final Disposition Temporary</p> <p data-bbox="380 1009 870 1039">Item Status Active</p> <p data-bbox="380 1060 841 1090">Is this item media neutral? Yes</p> <p data-bbox="380 1112 841 1237">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 data-bbox="380 1259 841 1341">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="380 1384 688 1414">Disposition Instruction</p> <p data-bbox="380 1435 1500 1548">Cutoff Instruction Cutoff 100 years after birth for escapees who are never captured or upon death of escapee, whichever is earlier.</p> <p data-bbox="380 1569 1500 1677">Retention Period Destroy immediately after cutoff for escapees who are never captured or 5 years after confirmation of escapee death.</p> <p data-bbox="380 1720 688 1750">Additional Information</p> <p data-bbox="380 1772 967 1802">GAO Approval Not Required</p>

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
07/30/2015	Certify	Lindsey George	Chief Information Management Section	IPPA - Records Management
03/31/2016	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/04/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist