

Request for Records Disposition Authority

Records Schedule Number **DAA-0129-2017-0002**

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 **Institution Inmate Case Files (Inmate Central File)**

Internal agency concurrences will be provided **No**

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0129-2017-0002

Sequence Number

1

Institution Inmate Case Files (Inmate Central Files)
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Disposition Authority Number: DAA-0129-2017-0002-0001

Records Schedule Items

Sequence Number	
1	<p>Institution Inmate Case Files (Inmate Central Files)</p> <p>Disposition Authority Number DAA-0129-2017-0002-0001</p> <p>Institution Inmate Case File (Inmate Central Files) - Inmate case files consisting of documentation relating to the receipt, classification, detention, and release of persons convicted of violating federal laws and held at a federal orrectional facility. Inmate Case Files also contain narratives such as, but not limited to, disciplinary occurrences, work and housing history, and education activities.</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? No</p> <p>GRS or Superseded Authority Citation NC1-129-77-11 / 1 N1-129-09-007 / 1</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at Expiration of Sentence (which includes parole, probation or supervision).</p> <p>Transfer to Inactive Storage Transfer to approved off-site storage location by year of expiration of sentence (which includes parole, probation or supervision).</p> <p>Retention Period Destroy 10 year(s) after expiration of sentence (which includes parole, probation or supervision)</p> <p>Additional Information</p> <p>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
09/07/2017	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
12/13/2017	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/03/2018	Submit For Certification	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
01/08/2018	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
02/21/2018	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
03/07/2018	Submit For Certification	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
03/07/2018	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
05/15/2018	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/15/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
05/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/21/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist