

## Request for Records Disposition Authority

Records Schedule Number       DAA-0129-2019-0004  
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                Correctional Programs Division  
Schedule Subject                 Correctional Services Records  
Internal agency concurrences will be provided   No

Background Information         Correctional services programs are administered by the Correctional Programs Division (CPD) across all BOP institutions. Logs, rosters, inventories, and forms maintained at individual Federal Bureau of Prisons facilitates by Captain's offices and Unit Manager's offices.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
49	0	49	0

### GAO Approval

0001, 0002, 0003, 0004, 0007, 0008, 0010, 0011, 0012, 0013, 0014, 0015, 0016, 0017, 0020, 0021, 0022, 0024, 0025, 0026, 0027, 0028, 0029, 0030, 0031, 0032, 0035, 0036, 0037, 0038, 0039, 0040, 0041, 0042, 0045, 0046, 0047, 0048, 0049

## Outline of Records Schedule Items for DAA-0129-2019-0004

Sequence Number	
1	Administrative Detention Order Disposition Authority Number: DAA-0129-2019-0004-0001
2	Alcohol Testing Log Disposition Authority Number: DAA-0129-2019-0004-0002
3	Alphabetical Key Listing Disposition Authority Number: DAA-0129-2019-0004-0003
4	Annual Weapons Testing Report Disposition Authority Number: DAA-0129-2019-0004-0004
5	Area Search Logs (After Completion) Disposition Authority Number: DAA-0129-2019-0004-0005
6	Assignment Cards, While Employed Disposition Authority Number: DAA-0129-2019-0004-0006
7	Bus Trip Log Disposition Authority Number: DAA-0129-2019-0004-0007
8	Bus Trip Reports Disposition Authority Number: DAA-0129-2019-0004-0008
9	Daily and Quarterly Roster Disposition Authority Number: DAA-0129-2019-0004-0009
10	Detail Census Checks Disposition Authority Number: DAA-0129-2019-0004-0010
11	Emergency Equipment Location Inventories Disposition Authority Number: DAA-0129-2019-0004-0011
12	Emergency Equipment Sign Out Form Disposition Authority Number: DAA-0129-2019-0004-0012
13	Emergency Plan Signature Sheet Disposition Authority Number: DAA-0129-2019-0004-0013
14	Equipment Sign Out Form Disposition Authority Number: DAA-0129-2019-0004-0014
15	Escort Instructions Disposition Authority Number: DAA-0129-2019-0004-0015
16	Fence Checks (Monthly) Disposition Authority Number: DAA-0129-2019-0004-0016
17	Fire and Security Inspection Form Disposition Authority Number: DAA-0129-2019-0004-0017
18	Form 383 (Inmate Personal Property Record)

19	Disposition Authority Number: DAA-0129-2019-0004-0018 Front Entrance Visitor Logs Disposition Authority Number: DAA-0129-2019-0004-0019
20	Informal Resolutions Form Disposition Authority Number: DAA-0129-2019-0004-0020
21	Internal Operations Reviews and Response Procedures Disposition Authority Number: DAA-0129-2019-0004-0021
22	Kitchen Knife Report Disposition Authority Number: DAA-0129-2019-0004-0022
23	Lieutenant's Log Disposition Authority Number: DAA-0129-2019-0004-0023
24	Listing by Key Ring Hook Number Disposition Authority Number: DAA-0129-2019-0004-0024
25	Lockdown Accountability (Monthly) Disposition Authority Number: DAA-0129-2019-0004-0025
26	Marshals Receipt - Control, Lieutenant's Copy Disposition Authority Number: DAA-0129-2019-0004-0026
27	Missing Tool Report Disposition Authority Number: DAA-0129-2019-0004-0027
28	Missing/Lost Credentials/Badges Disposition Authority Number: DAA-0129-2019-0004-0028
29	Notification to Visitors Form Disposition Authority Number: DAA-0129-2019-0004-0029
30	Outdated Post Orders Disposition Authority Number: DAA-0129-2019-0004-0030
31	Outside Contractor Inventory Disposition Authority Number: DAA-0129-2019-0004-0031
32	Perpetual Audit Documentation Disposition Authority Number: DAA-0129-2019-0004-0032
33	Preventive Maintenance Report Disposition Authority Number: DAA-0129-2019-0004-0033
34	Program Review/Audit Responses Disposition Authority Number: DAA-0129-2019-0004-0034
35	Quarterly Emergency Equipment Testing/Inventory Disposition Authority Number: DAA-0129-2019-0004-0035
36	Rear Gate Detail Log Disposition Authority Number: DAA-0129-2019-0004-0036
37	Rear Gate Vehicle Log

38	Disposition Authority Number: DAA-0129-2019-0004-0037 Restricted Key Issue Form Disposition Authority Number: DAA-0129-2019-0004-0038
39	Security Work Request Disposition Authority Number: DAA-0129-2019-0004-0039
40	Special Housing Unit Rounds Form Disposition Authority Number: DAA-0129-2019-0004-0040
41	Special Housing Unit Sign-in Form Disposition Authority Number: DAA-0129-2019-0004-0041
42	Tel-Key Listing Disposition Authority Number: DAA-0129-2019-0004-0042
43	Tort Claim Response Disposition Authority Number: DAA-0129-2019-0004-0043
44	Unit Logbooks Disposition Authority Number: DAA-0129-2019-0004-0044
45	Urine Lab Reports - Negative Disposition Authority Number: DAA-0129-2019-0004-0045
46	Urine Lab Reports - Positive Disposition Authority Number: DAA-0129-2019-0004-0046
47	Urine Surveillance Report (Monthly) Disposition Authority Number: DAA-0129-2019-0004-0047
48	Monthly Weapons and Chemical Agents Inspections Disposition Authority Number: DAA-0129-2019-0004-0048
49	Staff Personal Weapons Declaration Disposition Authority Number: DAA-0129-2019-0004-0049

## Records Schedule Items

Sequence Number	
1	<p><b>Administrative Detention Order</b></p> <p>Disposition Authority Number      <b>DAA-0129-2019-0004-0001</b></p> <p><b>A form that documents an inmates placement in Administrative Detention.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-129-94-001 / 5</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 90 days after issuing order is generated.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Required and Received</b></p>
2	<p><b>Alcohol Testing Log</b></p> <p>Disposition Authority Number      <b>DAA-0129-2019-0004-0002</b></p> <p><b>A logbook that documents which inmates have been administered a breathalyzer test.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-129-94-001 / 20</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff upon final entry.</b></p> <p>Retention Period                      <b>Destroy 6 months after cutoff.</b></p>

3	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Alphabetical Key Listing</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0003
	<b>A listing which identifies all areas of a BOP facility and the keys to open doors in the specific area.</b>	
	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?	No
	<b>Disposition Instruction</b>	
Retention Period	Destroy when documents become outdated/ obsolete (keep the documents that have new/current information).	
4	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Annual Weapons Testing Report</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0004
	<b>A report completed by BOP staff indicating when weapons were operationally tested.</b>	
	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?	No
	<b>Disposition Instruction</b>	
Retention Period	Destroy 2 year(s) after creation of report	
<b>Additional Information</b>		
GAO Approval	Required and Received	

5	<p><b>Area Search Logs (After Completion)</b></p> <p>Disposition Authority Number      <b>DAA-0129-2019-0004-0005</b></p> <p><b>A logbook that documents areas of a BOP facility searched for contraband.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff upon final entry</b></p> <p>Retention Period                        <b>Destroy 5 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>
6	<p><b>Assignment Cards, While Employed</b></p> <p>Disposition Authority Number      <b>DAA-0129-2019-0004-0006</b></p> <p><b>A form that documents quarterly assignments of staff to the Correctional Services Roster.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff upon the end of active service (EAS)</b></p> <p>Retention Period                        <b>Destroy 5 year(s) after the end of active service (EAS)</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Not Required</b></p>
7	<p><b>Bus Trip Log</b></p> <p>Disposition Authority Number      <b>DAA-0129-2019-0004-0007</b></p>

A log that documents trips with a secure BOP bus (ie, bus information, staff assigned for a specific date).

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 8

**Disposition Instruction**

Cutoff Instruction Cutoff upon final entry

Retention Period Destroy 2 year(s) after cutoff.

**Additional Information**

GAO Approval Required and Received

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**Bus Trip Reports**

Disposition Authority Number DAA-0129-2019-0004-0008

A form that documents routes taken with a secure BOP bus.

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 31

**Disposition Instruction**

Retention Period Destroy 6 months after creation

**Additional Information**

GAO Approval Required and Received

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**Daily and Quarterly Roster**

Disposition Authority Number DAA-0129-2019-0004-0009

**Daily and Quarterly Roster of staff assigned to the Correctional Services Department.**

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? No  
GRS or Superseded Authority Citation N1-129-94-001 / 1  
**Disposition Instruction**  
Retention Period Destroy 10 year(s) after creation

**Additional Information**

GAO Approval Not Required

**Detail Census Checks**

Disposition Authority Number DAA-0129-2019-0004-0010

A form completed to document an Inmate work detail census.

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? No  
GRS or Superseded Authority Citation N1-129-94-001 / 13  
**Disposition Instruction**  
Retention Period Destroy 6 months after creation

**Additional Information**

GAO Approval Required and Received

**Emergency Equipment Location Inventories**

Disposition Authority Number DAA-0129-2019-0004-0011

Security equipment inventory form completed for each individual location.

Final Disposition Temporary

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12	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 36
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 2 years after completion
	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Emergency Equipment Sign Out Form</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0012
	A form completed by BOP staff when they are issued emergency equipment.	
	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?	No	
<b>Disposition Instruction</b>		
Retention Period	Destroy 2 years after event date	
<b>Additional Information</b>		
GAO Approval	Required and Received	
13	<b>Emergency Plan Signature Sheet</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0013
	A form signed by BOP staff which indicates they have reviewed the BOP facility contingency plans.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

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electronic format(s) other than e-mail and word processing?

GRS or Superseded Authority Citation N1-129-94-001 / 29

**Disposition Instruction**

Retention Period Destroy 2 years after completion

**Additional Information**

GAO Approval Required and Received

**Equipment Sign Out Form**

Disposition Authority Number DAA-0129-2019-0004-0014

A form completed by BOP staff indicating specific equipment used in normal performance of duties.

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 37

**Disposition Instruction**

Retention Period Destroy 2 years after event date

**Additional Information**

GAO Approval Required and Received

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**Escort Instructions**

Disposition Authority Number DAA-0129-2019-0004-0015

A form completed by BOP staff documenting specific instructions to an inmate who is being escorted outside the secure confines of a BOP facility.

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? No

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GRS or Superseded Authority Citation N1-129-94-001 / 26

Disposition Instruction

Retention Period Destroy 6 months after signature date

Additional Information

GAO Approval Required and Received

**Fence Checks (Monthly)**

Disposition Authority Number DAA-0129-2019-0004-0016

A form completed by BOP staff documenting a monthly fence test/inspection.

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? No

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GRS or Superseded Authority Citation N1-129-94-001 / 35

Disposition Instruction

Retention Period Destroy 6 months after completion

Additional Information

GAO Approval Required and Received

**Fire and Security Inspection Form**

Disposition Authority Number DAA-0129-2019-0004-0017

A form completed by BOP staff documenting daily fire and security incidents.

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 23

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Disposition Instruction

Retention Period Destroy 90 days after completion

Additional Information

GAO Approval Required and Received

**Form 383 (Inmate Personal Property Record)**

Disposition Authority Number DAA-0129-2019-0004-0018

An inmate personal property form.

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 9

Disposition Instruction

Retention Period Destroy 3 year(s) after signature date

Additional Information

GAO Approval Not Required

**Front Entrance Visitor Logs**

Disposition Authority Number DAA-0129-2019-0004-0019

A log that documents visitors who enter the BOP facility.

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 24

Disposition Instruction

Cutoff Instruction Cutoff upon final entry

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20	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	<b>Informal Resolutions Form</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0020
	A form documenting disciplinary inmate incident reports that have been informally resolved.	
	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?	No
GRS or Superseded Authority Citation	N1-129-94-001 / 6	
Disposition Instruction		
Retention Period	Destroy 1 year(s) after signature date	
Additional Information		
GAO Approval	Required and Received	
21	<b>Internal Operations Reviews and Response Procedures</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0021
	A yearly report completed by local BOP staff in the facility documenting internal operations and response procedures in preparation for program reviews.	
	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff upon completion of review.
	Retention Period	Destroy 2 year(s) after cutoff.

22	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Kitchen Knife Report</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0022
	<b>A report documenting the use of a knife in food service areas of a BOP institution.</b>	
	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 21
	<b>Disposition Instruction</b>	
Retention Period	Destroy 30 days after creation	
23	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Lieutenant's Log</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0023
	<b>A master logbook that documents daily and unusual activities/incidents across the institution.</b>	
	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 27
	<b>Disposition Instruction</b>	
Cutoff Instruction	Cutoff upon final entry.	
Retention Period	Destroy 5 year(s) after cutoff	

24	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Listing by Key Ring Hook Number</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0024
	<b>A form that lists each key ring a specific key is on and corresponding numbers.</b>	
	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?	No
	<b>Disposition Instruction</b>	
Retention Period	Destroy when documents become outdated/ obsolete (keep the documents that have new/current information).	
25	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Lockdown Accountability (Monthly)</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0025
	<b>A report that documents a monthly inmate accountability census.</b>	
	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 14
<b>Disposition Instruction</b>		
Retention Period	Destroy 6 months after completion	
<b>Additional Information</b>		
GAO Approval	Required and Received	

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**Marshals Receipt - Control, Lieutenant's Copy**

Disposition Authority Number      **DAA-0129-2019-0004-0026**

**A form listing all inmates received/transferred at a BOP facility.**

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?      **No**

GRS or Superseded Authority Citation      **N1-129-94-001 / 12**

**Disposition Instruction**

Retention Period                      **Destroy 30 days after signature date**

**Additional Information**

GAO Approval                          **Required and Received**

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**Missing Tool Report**

Disposition Authority Number      **DAA-0129-2019-0004-0027**

**A report that is created by BOP staff when a tool has been reported as lost or missing.**

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?      **No**

GRS or Superseded Authority Citation      **N1-129-94-001 / 22**

**Disposition Instruction**

Cutoff Instruction                      **Cutoff when missing/lost tool is found.**

Retention Period                      **Destroy immediately after cutoff.**

**Additional Information**

GAO Approval                          **Required and Received**

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**Missing/Lost Credentials/Badges**

Disposition Authority Number DAA-0129-2019-0004-0028

**A report that documents missing or lost credentials and badges.**

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 11

**Disposition Instruction**

Cutoff Instruction Cutoff when missing/lost credentials are found

Retention Period Destroy immediately after cutoff

**Additional Information**

GAO Approval Required and Received

**Notification to Visitors Form**

Disposition Authority Number DAA-0129-2019-0004-0029

**A form completed by visitors entering a BOP facility.**

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 4

**Disposition Instruction**

Retention Period Destroy 1 year(s) after event date

**Additional Information**

GAO Approval Required and Received

**Outdated Post Orders**

Disposition Authority Number DAA-0129-2019-0004-0030

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Historical instructions for a specific post/job assignment at a BOP facility.

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? No

**Disposition Instruction**

Retention Period Destroy 2 year(s) after creation date

**Additional Information**

GAO Approval Required and Received

**Outside Contractor Inventory**

Disposition Authority Number DAA-0129-2019-0004-0031

A form completed which provides accountability of all tools a contractor brings inside a BOP facility.

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 15

**Disposition Instruction**

Cutoff Instruction Cutoff upon conclusion of the visit

Retention Period Destroy 30 days after cutoff.

**Additional Information**

GAO Approval Required and Received

**Perpetual Audit Documentation**

Disposition Authority Number DAA-0129-2019-0004-0032

A report completed by local BOP staff in the facility documenting perpetual audit (ongoing reviews) of internal operations and response procedures in preparation for yearly internal reviews.

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33	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff upon completion of review.
	Retention Period	Destroy 1 year(s) after cutoff
	Additional Information	
	GAO Approval	Required and Received
	<b>Preventive Maintenance Report</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0033

A form completed by BOP staff documenting when preventative maintenance was completed on locks, gates, security devices, etc.

34	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?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff upon final entry
	Retention Period	Destroy 4 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	<b>Program Review/Audit Responses</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0034

A report completed by BOP staff documenting program reviews/audit response looking at requirements such as security and staff procedures and protocol.

35	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 28
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff upon completion of review.
	Retention Period	Destroy 3 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
<b>Quarterly Emergency Equipment Testing/Inventory</b>		
Disposition Authority Number	DAA-0129-2019-0004-0035	
A form completed by BOP staff documenting the test firing of weapons assigned to a specific post and inventory of all emergency equipment.		
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?	No	
GRS or Superseded Authority Citation	N1-129-94-001 / 33	
<b>Disposition Instruction</b>		
Retention Period	Destroy 2 years after event date	
<b>Additional Information</b>		
GAO Approval	Required and Received	
36	<b>Rear Gate Detail Log</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0036
	A form completed by BOP staff documenting inmate work details entering the rear gate area.	

	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 16
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff upon final entry
	Retention Period	Destroy 6 months after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Required and Received
37	<b>Rear Gate Vehicle Log</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0037
	<b>A form completed by BOP staff documenting all vehicles entering the institution through the rear gate area.</b>	
	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 17
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff upon final entry
	Retention Period	Destroy 6 months after cutoff
	<b>Additional Information</b>	
	GAO Approval	Required and Received
38	<b>Restricted Key Issue Form</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0038

A form completed by BOP staff documenting who checked out keys not assigned to their specific job/area.

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 18

**Disposition Instruction**

Retention Period Destroy 30 days after event date

**Additional Information**

GAO Approval Required and Received

39

**Security Work Request**

Disposition Authority Number DAA-0129-2019-0004-0039

A form completed by BOP staff which documents any security related work performed.

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? No

**Disposition Instruction**

Retention Period Destroy 1 year(s) after creation date

**Additional Information**

GAO Approval Required and Received

40

**Special Housing Unit Rounds Form**

Disposition Authority Number DAA-0129-2019-0004-0040

A form completed by BOP staff documenting who completed rounds/visited the Special Housing Unit for a specific week.

Final Disposition Temporary

41	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?	No
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 6 months after event date
	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Special Housing Unit Sign-in Form</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0041
	A form completed by BOP staff documenting daily rounds/visitors/staff not regularly assigned to the Special Housing Unit.	
42	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 30
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 1 year(s) after completion
	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Tel-Key Listing</b>	
Disposition Authority Number	DAA-0129-2019-0004-0042	
A listing of all keys at a BOP facility and key inventory.		
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in	No	

43	electronic format(s) other than e-mail and word processing?	
	GRS or Superseded Authority Citation	N1-129-94-001 / 25
	<b>Disposition Instruction</b>	
	Retention Period	Destroy when documents become outdated/ obsolete (keep the documents that have new/current information).
	<b>Additional Information</b>	
	GAO Approval	Required and Received
	<b>Tort Claim Response</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0043
	<b>A report completed that documents an internal inquiry regarding an inmate Tort claim.</b>	
	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?	No	
GRS or Superseded Authority Citation	N1-129-94-001 / 10	
<b>Disposition Instruction</b>		
Retention Period	Destroy 10 year(s) after event date	
<b>Additional Information</b>		
GAO Approval	Not Required	
44	<b>Unit Logbooks</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0044
	<b>Logbooks of inmate counts and monitoring, etc at housing unit level within the institution.</b>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

45

electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Retention Period Destroy 5 year(s) after final entry

**Additional Information**

GAO Approval Not Required

**Urine Lab Reports - Negative**

Disposition Authority Number DAA-0129-2019-0004-0045

**Negative urine lab results.**

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? No

GRS or Superseded Authority Citation N1-129-94-001 / 2

**Disposition Instruction**

Cutoff Instruction Cutoff upon logging of negative results.

Retention Period Destroy immediately after cutoff

**Additional Information**

GAO Approval Required and Received

46

**Urine Lab Reports - Positive**

Disposition Authority Number DAA-0129-2019-0004-0046

**Positive urine lab results.**

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? No

**Disposition Instruction**

47	Cutoff Instruction	Cutoff upon logging positive results and confirmation of placement into central inmate case file
	Retention Period	Destroy immediately after cutoff
	Additional Information	
	GAO Approval	Required and Received
	<b>Urine Surveillance Report (Monthly)</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0047
	<b>Monthly urine surveillance reports</b>	
	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 3
	Disposition Instruction	
Retention Period	Destroy 1 year(s) after creation date	
Additional Information		
GAO Approval	Required and Received	
48	<b>Monthly Weapons and Chemical Agents Inspections</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0048
	<b>A form completed by BOP staff that inventories all firearms and less than lethal munitions.</b>	
	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?	No
	GRS or Superseded Authority Citation	N1-129-94-001 / 32
	Disposition Instruction	

49	Retention Period	Destroy 2 years after completion
	Additional Information	
	GAO Approval	Required and Received
	<b>Staff Personal Weapons Declaration</b>	
	Disposition Authority Number	DAA-0129-2019-0004-0049
	Staff personal weapons declaration forms.	
	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?	No
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after retirement, transfer, or approval is rescinded
	Additional Information	
	GAO Approval	Required and Received

## 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
02/14/2019	Return to Submitter	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
02/28/2019	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
03/19/2019	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/08/2019	Submit For Certification	Derek Winn	Records Analyst	Records Management - Records Management
05/28/2019	Return to Submitter	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
06/06/2019	Submit For Certification	Derek Winn	Records Analyst	Records Management - Records Management
07/03/2019	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
10/01/2019	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/16/2020	Submit For Certification	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
04/16/2020	Certify	Lindsey George	Chief Information Mgmt Section	IPPA - Records Management
12/02/2020	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/04/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

12/07/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/07/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist