

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
FEDERAL BUREAU OF PRISONS

2 MAJOR SUBDIVISION  
FEDERAL CORRECTIONAL FACILITIES

3. MINOR SUBDIVISION  
(SEE ATTACHED)

4. NAME OF PERSON WITH WHOM TO CONFER  
OMAR HERRAN

5 TELEPHONE  
(202) 514 - 2254

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI - 129 - 00 - 3

DATE RECEIVED  
1/20/2000

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 9-13-00 ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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,

is not required;  is attached; or  has been requested.

DATE 7/11/2000 SIGNATURE OF AGENCY REPRESENTATIVE *[Signature: Omar Herran]* TITLE CHIEF, INFORMATION MANAGEMENT OFFICE

7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

## **Federal Bureau of Prisons: Record Group 129**

### **Federal Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)**

#### **WARDEN'S OFFICE RECORDS**

Warden's office files include material created or acquired by the Associate Wardens (AWs) and Executive Assistant. Associate Wardens' responsibilities are divided into Program and Operations.

##### **1. CORRESPONDENCE**

Warden's office correspondence includes standard categories such as duty officer reports (overview of the week's activities in each component), congressional correspondence (inmate and/or family member complaints and requests for transfer to another institution are the largest component), AW reports (population count efficiency, program review results, etc.), emergencies (food fights, assaults), outlier reports, after action reports, daily reports, operational review reports, program review reports, accreditation files/reports and statistical reports. Personnel actions include performance appraisals, awards and administrative remedies. Documents from the Director include Blue Letters, Monday Morning Meeting Minutes and Monday Morning Highlights. The file also contains draft documents and emergency guidelines.

**Disposition:** *Temporary. Destroy when 8 years old.*

##### **2. MINUTES OF STAFF MEETINGS**

Records referred to as Staff Meeting Minutes, Department Head Meeting Minutes and CEO Minutes. These are the records of weekly meetings, of the Warden and the Department Heads, concerning the general operation of their penal institution.

**Disposition:** *PERMANENT. Cut off annually at the end of the calendar year Transfer to the National Archives in 5 year blocks when the most recent records are 8 years old*

##### **3. AUDIOVISUAL RECORDS**

Still and motion pictures, audiotapes and videotapes documenting the institution's establishment, development and significant milestones and events.

**Disposition:** *PERMANENT. Transfer to the National Archives in accordance with 36 CFR 1228.184 and 1232.30 et seq in 5 year blocks when the most recent are 5 years old*

4. **INSTITUTION SUPPLEMENTS**

Institution-specific addenda to Program Statements, adjust national policy to meet the needs of each institution.

**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

5. **INSTITUTION'S STRATEGIC PLANNING FILES**

Correspondence, memoranda, reports and other files documenting the institution's participation in agency-wide plans, and any records relating to the development and implementation of institutional plans.

**Disposition:** *Temporary. Destroy 3 months after plans are superseded*

6. **ELECTRONIC MAIL AND WORD PROCESSING RECORDS**

Electronic copies of records that are created on electronic mail and word processing systems, Solely to generate a record-keeping copy of the records covered by items 1-2, and 4-5. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

A. Copies of records covered by items 1-2 and 4-5 that have no further administrative value after the first record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy.

**Disposition:** *TEMPORARY. Destroy/delete within 180 days after the record-keeping copy has been produced.*

B. Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy.

**Disposition:** *Temporary. Delete/delete when dissemination, revision, or updating is complete after the recordkeeping copy has been produced.*