

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N/1. 129. 00. 4	DATE RECEIVED 1-20-2000
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
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	DATE 7-14-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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 01/10/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

Agency, NR, NWMDc, NWMLWA

Inst COMMON RECORDS

Federal Bureau of Prisons: Record Group 129

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

COMMON RECORDS TO CORRECTIONAL FACILITIES OFFICES:

1. CHRONOLOGICAL OR READING FILES

Copies of outgoing correspondence maintained for reference.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 3 years old.*

2. REFERENCE OR SUBJECT FILES

Reports, articles, memoranda and other documentation created, acquired or maintained for program development and ease of reference.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 3 years old.*

3. REVIEW FILES

Records created and maintained in anticipation of program (external) and operational (internal) audits of an office's functions and activities, and copies of previous reviews.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 3 years old.*

4. ELECTRONIC MAIL AND WORD PROCESSING RECORDS.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by items 1-3. 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 1-3 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. Destroy/delete when dissemination, revision, or updating is completed.*