

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 NI 129-00.5	DATE RECEIVED 1. 20. 2000
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION FEDERAL CORRECTIONAL FACILITIES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION (SEE ATTACHED)		DATE 7-6-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254		

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>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)		

Federal Bureau of Prisons: Record Group 129

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

PHYSICAL FACILITIES PROGRAM

1. INSPECTIONS RECORDS

Copies of all required inspection reports, provided to the Regional Administrator at specified intervals. These include buildings and grounds, boilers, electrical, gas line and lead paint abatement.

Disposition: *Temporary Destroy when 2 years old.*

2. LOG BOOKS

Tracking records for operating equipment such as boilers, generators and furnaces.

Disposition: *Temporary. Destroy 2 months after equipment is replaced.*

3. MAJOR WORK ORDER CASE FILES

Records maintained on all projects costing between \$10,000 and \$500,000. Files include correspondence, memoranda, tracking logs, contractor submissions, financial records and technical data.

Cutoff: Annually (fiscal year)

Disposition: *Temporary. Destroy when 6 years old.*

4. MONTHLY REPORTS

Consolidated report to the Regional Administrator, usually providing a narrative overview and minutes of staff meetings. Standard topics include number of work orders, security, budget, statistics, completion statistics and funds expended.

Disposition: *Temporary. Destroy when 1 year old*

5. ELECTRONIC MAIL AND WORD PROCESSING RECORDS

Disposition: *Temporary. Delete after the recordkeeping copy has been produced.*