

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
N1-129-00.6

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES
7-6-00 *[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
01-11-2000

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 GRS OR SUPERSEDED JOB CITATION	10.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)		

Agency, NWB, NWMW, NR

Federal Bureau of Prisons: Record Group 129

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

CASE MANAGEMENT RECORDS

1. **CENTRAL INMATE MONITORING (CIM) LOGS**

Daily listings and tracking log of newly arrived inmates who need to be separated from the general population.

Cut off: *Annually (calendar year)*

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

2. **INMATE PERFORMANCE PAY RECORDS**

Listing of inmates, pay rates, hours worked, subtotals and totals. Information is maintained in both hard copy and electronic (PC) form.

(a) Hard copy.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 1 year old.*

(b) Electronic file.

Disposition: *Temporary. Delete when 3 months old.*

3. **INMATE TELEPHONE SYSTEM RECORDS**

Change sheets which update lists of inmates' approved telephone contacts.

Disposition: *Temporary. Destroy when 3 months old*

4. **SEGREGATED HOUSING REPORTS**

Weekly listings of individuals housed separately from the general population.

Disposition: *Temporary Destroy when 3 months old*

5. **STAFF MEETING MINUTES**

Periodic case-management coordination meetings to discuss workload, case assignments, and other case management issues.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 2 years old*

6. **VICTIM WITNESS LOGS**

The Victim and Witness Protection Act of 1982 provided for notification of individuals, who had been victims or witnesses of a federal crime, of any change in the status of the perpetrator. Institutional documentation consists of printouts from the files of inmates whose presence mandates notification letters, and a tracking log of notifications. Hard copy records maintained in the Correctional Programs Division of Central Office are returned to the institution when an inmate is released; if the individual returns to prison, the file is returned to Central Office.

(a) Printouts and tracking logs.

Cut off: *Annually (calendar year)*

Disposition: *Temporary Destroy when 3 years old.*

(b) Case files.

Cut off: *Annually (calendar year)*

Disposition: *Temporary. Destroy when 30 years old.*

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

Disposition: *Temporary. Delete after the record-keeping copy has been produced*