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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI. 129.00.7</i> | DATE RECEIVED <i>1-20-2000</i> |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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) | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN | 5. TELEPHONE (202) 514 - 2254 | DATE <i>7-31-00</i> | ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <i>01/10/2000</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i> | 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 GRS OR SUPERSEDED JOB CITATION | 10.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, NIOMDC, NR

Federal Bureau of Prisons: Record Group 129

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

CHAPLAIN'S OFFICE RECORDS

1. RELIGIOUS ADMINISTRATIVE FILES

Documentation may include correspondence with local churches and religious groups, minutes of meetings, background files and resource material on topics such as volunteer training and marriage encounter, lists of inmates' religious preferences and documentation of inmates' charitable deductions.

Cut off: *Annually (calendar year)*

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

2. 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 record-keeping copy of the records covered by item 1. 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 item 1 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.*