

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER N1-129-00-8	
DATE RECEIVED 1-20-00	
<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 12-15-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>[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 GRS OR SUPERSEDED JOB CITATION	10.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)		
	<i>Agency NWMDC NR</i>		

## **Federal Bureau of Prisons: Record Group 209**

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

#### RECORDS OF THE EDUCATION PROGRAM (INMATES)

Inmates who lack either a high school diploma or English-language facility are required to enroll in General Equivalency Diploma (GED) or English as a Second Language (ESL) programs. Vocational training, such as drafting and basic office skills, may also be offered. Official tracking of inmate education data, including GED test scores, is maintained in the SENTRY database. The Bureau's goal, completion for the required courses and for any optional adult continuing education courses, is also recorded. Standard grades (A, B, C, D, & F) are used in college level courses, only, and are maintained by and available from the registrar of the college or university offering the course.

#### **1. TEACHERS ATTENDANCE RECORDS**

Course enrollment lists are maintained in SENTRY, but daily attendance record is not entered.

**Cut off:** *Annually (calendar year)*

**Disposition:** *Temporary. Destroy when 3 years old (program requirement)*

#### **2. GED TEST SCORES**

Evaluation scores and associated forms describing all of the five parts graded in the standard GED test. The administering institution enters test scores in SENTRY and in the paper records are maintained by the Education Department.

**Cut off:** *Annually (calendar year).*

**Disposition:** *Temporary. Destroy when 10 years old or when no longer needed for reference purposes, whichever is later.*

#### **3. CURRICULUM**

Course materials documenting the goals, objectives, scope, sequence, methods, and resources employed in the classroom environment. These materials are maintained in three-ring binders.

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

4. **CERTIFICATES AND OTHER NON-AUTOMATED EDUCATIONAL RECORDS.**

Mandatory and optional class records which are not included in the inmate central file.

**Cut off:** *Annually (calendar year).* Transfer to FRC authorized (in 5-year blocks).

**Disposition:** *Temporary. Destroy when 15 years old.*

5. **VOCATIONAL TRAINING ADVISORY COMMITTEE RECORDS**

There is a local advisory committee for each area of instruction made up of an administrator, instructors, contractors, and local experts in the trade area. The records contain minutes of meetings and other files documenting activities of groups providing technical assistance to vocational training programs.

**Cut off:** *Annually (calendar year)*

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

6. **ELECTRONIC VERSION OF RECORDS CREATED BY ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for item 1-5 of the Education Program schedule.**

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