

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. 129.00.10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
6-26-00

ARCHIVIST OF THE UNITED STATES
[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 1 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
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 GRS OR SUPERSEDED JOB CITATION	10.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 NR number, number

Federal Bureau of Prisons: Record Group 129

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

EMPLOYEE DEVELOPMENT RECORDS

The great majority of this office's records are covered by the General Records Schedules, particularly GRS 1, item 29, and the common series. The following documentation may also be maintained.

1. CERTIFICATIONS FILES

Certificates, licenses and analogous records documenting an instructor's teaching qualifications in areas such as firearms, self-defense and disturbance control.

Disposition: *Temporary. Destroy 6 months after superseded.*

2. MEMORANDA OF UNDERSTANDING

Cooperative agreements with other BOP components, other Federal agencies, and local, regional or state governmental bodies. Examples include use of an obstacle course by a local police force, or use of another agency's firing range.

Disposition: *Temporary Destroy 1 year after superseded*

3. ELECTRONIC MAIL AND WORD PROCESSING RECORDS

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