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|---|--------------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                                      |
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408     |                                      |
| 1. FROM (Agency or establishment)<br>FEDERAL BUREAU OF PRISONS                    |                                      |
| 2. MAJOR SUBDIVISION<br>REGIONAL OFFICES  |                                      |
| 3. MINOR SUBDIVISION<br>(SEE ATTACHED)  |                                      |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><br>OMAR HERRAN                          | 5. TELEPHONE<br><br>(202) 514 - 2254 |

|   |  |
|---|--|
| LEAVE BLANK (NARA use only)   |  |
| JOB NUMBER<br>NI. 129-00. 12  |  |
| DATE RECEIVED<br>1-28-00  |  |
| NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |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<br>6-6-01  | ARCHIVIST OF THE UNITED STATES<br><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<br>1-27-2000 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION | 10.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)                                  |                                   |                                  |

**Federal Bureau of Prisons: Record Group 129**

REGIONAL OFFICE - RECORDS OF THE REGIONAL DIRECTOR

Directors' files typically consist of duplicates, non-records, and material covered by the common series and the GRS, such as time and attendance records, background files for Institution Character Profiles (covered on central office schedule) and copies of Executive Staff papers and weekly reports to the Director.

1. **ADMINISTRATIVE FILES**

Correspondence, memoranda and reports to and from various BOP components. Topics include strategic planning, emergency assistance, personnel, and so forth.

**Disposition:** *Temporary. Destroy when 2 years old or when no longer needed, whichever is later.*

2. **INSTITUTIONAL FILES**

Records notifying the regional director of institutional activity and/or requesting authorization. Examples include an after-action review of a food strike ("noted and forwarded"), correspondence and memoranda regarding capacity ratings, transfer of UNICOR functions, SORT establishment, activation reports, indoor air quality and training.

**Disposition:** *Temporary. Destroy when 3 years old or when no longer needed, whichever is later.*

3. **SUBJECT FILE**

Correspondence, memoranda, reports and other documentation covering topics such as membership and activities in professional organizations, bylaws of a regulatory board, capacity planning, and program review.

**Disposition:** *Temporary. Destroy when 3 years old or when no longer needed, whichever is later.*

4. **ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEMS 1 - 3 REGIONAL OFFICE - REGIONAL DIRECTOR.**

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