

**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  
REGIONAL OFFICES

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  
*NI. 129.00.13*

DATE RECEIVED  
*1.28.00*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
*6-6-01*

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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: *1-27-2000*      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 GRS OR SUPERSEDED JOB CITATION	10.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)		

Region RECORDS OF THE REGIONAL COUNSEL

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

### REGIONAL OFFICE - RECORDS OF THE REGIONAL COUNSEL

Regional Counsels handle FOIA requests (GRS 14), litigation and tort claims cases (N1-129-88-2 and N1-129-88-1, respectively), and some compassionate releases (covered on central office schedule). They may receive occasional copies of disability requests and subpoenas from the institutions. Electronic systems used include litigation management and torts, which are a part of the central office systems, and a Microsoft Access database used for FOIA reporting. Reports are run monthly and sent to the General Counsel, which consolidates and forwards them to the Department of Justice. The common series are also maintained.

#### **1. COMMUNITY SERVICE FILES**

Correspondence, memoranda and other records documenting inmate involvement in community service projects, both continuing and one-time. Documentation includes a request (containing a description of the project with the following information: place, date, locale, purpose, sponsoring organization, other organizations involved and the number of inmates), the regional director's approval; copies of Memoranda of Understanding (MOUs) with organizations such as the Park Service, Corps of Engineers, and local hospitals; and related correspondence and memoranda.

**Disposition:** *Temporary. Cut off on completion of project. Destroy 3 years after cutoff.*

#### **2. ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEM 1.**

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