

<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 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: 129.00.15	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <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 1-27-2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Omar Herran]</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 GRS OR SUPERSEDED JOB CITATION	10.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)		

*24-6-7-01 Copies to: NR*

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

REGIONAL OFFICE - RECORDS OF THE HEALTH SYSTEMS ADMINISTRATOR

Except for the series described below, the common series and the General Records Schedules (GRS) cover all other records.

1. **INSTITUTIONAL FILES**

Correspondence, memoranda, reports and other files regarding operation and administration of institutional medical facilities. Examples of documentation include a Health and Human Services evaluation of radiological equipment, correspondence and memoranda to the sentencing judge regarding inmate death, requests for exemption from various policy requirements, notification of program reviews, and copies of medical staffing reports and purchasing records.

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

2. **ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEM 1 REGIONAL OFFICE - HEALTH SERVICES ADMINISTRATOR.**

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