

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 00.16	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

JH 06/06/01
Copies to: HR

Federal Bureau of Prisons: Record Group 129

REGIONAL OFFICE - RECORDS OF THE FOOD SERVICES ADMINISTRATOR

Program Statement 4700.04 specifies institutional, regional and central office retention periods for records relating to this function. Only seven of the 23 series are maintained at regional offices (one is a General Records Schedule item), and many if not all are now in electronic format only. These files are received via the LAN in ASCII, converted to WordPerfect, and organized by institution and date.

1. FOOD SERVICES MENUS AND PLANS

Food menu plans for daily, weekly as-served, and 35-day planning cycle. These menus and plans are based on Dietary Guidelines such as the Food Guide Pyramid and also include specific requirement for holiday schedule and medical diet menus. Files are separated by time intervals (daily, weekly, and 35-day cycles), and by medical diet requirements.

Disposition: *Temporary Destroy when 1 year old or when no longer needed, whichever is later.*

2. MONTHLY NUTRITION REPORT.

Detailed monthly reports, which show the average pounds of food consumed per person, on a daily, monthly and yearly basis. Includes financial as well as dietary information.

Disposition: *Temporary Destroy when 1 year old.*

3. PROGRAM REVIEWS.

Copies of the Program Review Division's reports of their findings after an examination of an institution.

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

4. **FOOD SERVICE MONTHLY STAFF MEETING MINUTES**

Listing of issues discussed during monthly meetings of the food service staff. Includes information on food services expenditures as well as operational and administrative issues.

Disposition: *Temporary. Destroy when 1 year old.*

5. **FOOD SERVICE STAFF ROSTER**

Listing of filled food services positions, job titles and vacancies at each institution.

Disposition: *Temporary. Destroy when 1 year old.*

6. **ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEMS 1-5 REGIONAL OFFICE - FOOD SERVICES.**

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