

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 <i>N1-129.00.18</i>	
DATE RECEIVED <i>1-28-00</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>6-6-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <i>1-27-2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

*GA 06/01/01
copy to NIR*

Federal Bureau of Prisons: Record Group 129

REGIONAL OFFICE - RECORDS OF THE COMMUNITY CORRECTIONS ADMINISTRATOR

The Regional Administrator and his/her staff oversee and ensure the proper functioning of all Community Corrections Centers (CCCs, i.e., halfway houses) in the region. Most of the records are covered by the General Records Schedule (GRS) or included in the common series.

1. LOGBOOKS

Registers tracking an individual's institutional designation or referral to a Community Corrections Center. This function is increasingly handled electronically.

A. Paper copies.

Disposition: *Temporary. Destroy when 3 years old.*

B. Electronic copies.

Disposition: *Temporary. Delete after a paper copy has been placed in the file or when no longer needed. If the paper file is no longer maintained as the official copy, the electronic copy is to be deleted when 3 years old.*

2. MONITORING REPORTS

Quarterly evaluations of the functions of Community Corrections Centers are to ensure operational efficiency and compliance with policy. Activities of primary concern include timely admittance and release and accurate sentence computation. Information is entered into a mainframe and is maintained online for 45 days. Office copies may be retained in electronic (word processing) or hard copy format.

A. Paper copies.

Disposition: *Temporary. Destroy when 3 years old.*

B. Electronic copies.

Disposition: *Temporary. Delete after a paper copy has been placed in the file or when no longer needed. If the paper file is no longer maintained as the official copy, the electronic copy is to be deleted when 3 years old.*

3. **REFERENCE AND SUBJECT FILE**

Monthly statistics from the Central Office, correspondence with Community Corrections Centers regarding issues such as untimely releases and staff integrity, and general correspondence and memoranda.

Disposition: *Temporary. Destroy when 4 years old or when no longer needed, whichever is later.*

4. **ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEM 3 REGIONAL OFFICE – COMMUNITY CORRECTIONS ADMINISTRATOR.**

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