

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. 129.00.19	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>John W. Cal</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>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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 06/07/01 copy to: NR

Federal Bureau of Prisons: Record Group 129

REGIONAL OFFICE - RECORDS COMMON TO MOST OFFICES WITHIN A REGION

1. **ASSISTANCE FILES**

Documents created and/or accumulated in the course of aiding institutional staff in addressing problems, streamlining a function, and so forth. Records may fall into two categories, staff assistance and technical assistance. Staff assistance is of a more general nature, while technical assistance focuses on a specific area, such as industrial hygiene.

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

2. **CONGRESSIONAL CORRESPONDENCE**

Office copies of inquiries and responses, retained for reference (originals provided to the Executive Secretariat). Major topic is status of inmates who are relatives of constituents.

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

3. **INMATE CORRESPONDENCE**

Copies of inmate letters and responses thereto. Major topics include sentence computation and relocation.

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

4. **REVIEW FILES**

Records created and maintained in anticipation of program (external) and operational (internal) reviews of an office's functions and activities.

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

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

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