**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

<table>
<thead>
<tr>
<th>1 FROM (Agency or establishment)</th>
<th>2 MAJOR SUBDIVISION</th>
<th>3 MINOR SUBDIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL BUREAU OF PRISONS</td>
<td>REGIONAL OFFICES</td>
<td>(SEE ATTACHED)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 NAME OF PERSON WITH WHOM TO CONFER</th>
<th>5 TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMAR HERRAN</td>
<td>(202) 514 - 2254</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>7 ITEM NO</th>
<th>8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9 GRS OR SUPERSEDED JOB CITATION</th>
<th>10 ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(SEE ATTACHED)</td>
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</table>

**DATE** 1-27-2000  
**SIGNATURE OF AGENCY REPRESENTATIVE**  
**TITLE** CHIEF, INFORMATION MANAGEMENT OFFICE  

**STANDARD FORM 115 (REV 3-91)**  
Prescribed by NARA  
36 CFR 1228
Federal Bureau of Prisons: Record Group 129

RECORDS OF THE CORRECTIONAL SERVICES ADMINISTRATOR (CSA)

Components of Correctional Services include the Special Investigative Supervisor (SIS), Lock shop, Emergency Preparedness, Inmate Discipline and the Discipline Hearing Administrator. The Discipline Hearing Administrator supervises the Discipline Hearing Officers at each institution, compiles material for cases that advance past the institutional level, and drafts correspondence and memoranda for the regional director's signature. All records generated in this process are retained by the regional counsel's office.

1. INMATE TRANSFER FILES
   Files documenting an inmates' movements among the correctional system’s institutions. Records include the authorization memorandum; printouts from reports; notes regarding topics such as the inmate's case review dates, GED, drug treatment, work assignments, and previous transfers; and the requesting memorandum.

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

2. INSTITUTION FILES
   Records documenting day-to-day operations at the institutions under the regional office's purview. Records include weapons inventories, incident reports, duplicate copies of minutes of the lieutenants' meetings, telephone directories, lists of emergency phone numbers, internal and external audits, functional reviews by regional specialists, quarterly duty assignment rosters, urine reports and use of force reports.

   **Disposition:** Temporary. *Destroy when 5 years old.*

3. MASTER (REFERENCE) FILES
   Copies of after-action reports, duty officer reports, program review guidelines and last reports, and correspondence and memoranda on routine administrative topics. These records are duplicates of records maintained both at the institutions and at the central office.

   **Disposition:** Temporary. *Destroy when 2 years old.*
5. SPECIAL INVESTIGATIVE SUPERVISOR (SIS) INSTITUTION FILES
Records covering SIS aspects of correctional facilities' administration. Categories include equipment inventory, notes and memoranda regarding maintenance of automated systems, copies of all subpoenas, copies of program reviews, monthly SIS reports, Security Threat Group (STG) reports, inmate correspondence and incident reports.

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

6. SPECIAL OPERATIONS RESPONSE TEAM (SORT) FILES
Institutions above the minimum security level are required to field SORTs, which are responsible for tactical security matters such as riot control, hostage rescue and weapons handling. The file provides a basic description of each member of an institution's team, certification of their skills (repelling, obstacle course, etc.) and an operations manual for each institution.

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

7. ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEMS 1 - 6, REGIONAL OFFICE – CORRECTIONAL SERVICES ADMINISTRATOR

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