

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI 129 00.20	DATE RECEIVED 1.28.00
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION REGIONAL OFFICES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION (SEE ATTACHED)		DATE 6-6-01	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE (202) 514 - 2254		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

*gk 06/09/01
copy to NIR*

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.*