

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 CENTRAL OFFICE	
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 71-129-00-21	
DATE RECEIVED 4-28-2000	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 9-14-00	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 3-2-2000	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - OFFICE OF THE ASSISTANT DIRECTOR AND GENERAL COUNSEL

1. Inmate Issues File

A board of inquiry is convened at the death of an inmate, if the death was the result of a homicide or if the circumstances are unclear. The series includes memoranda appointing the board, noting the death, describing disciplinary actions and giving the finding; working papers and notes; copies of the report; copies of medical and psychological documents; and an action plan to correct problems.

In addition, there are files relating to staff deaths, a file on Manuel Noreiga concerned with procedures for handling his telephone calls, and a file on Timothy McVeigh, as BOP was tangentially involved in the discovery process. The file includes correspondence and memoranda regarding pretrial security, and copies of attorney correspondence and court documents. Defense counsel also sent identical discovery letters to the General Counsel and the Director. NOTE: Material may be subject to restriction under exception (b)5 of the Freedom of Information Act.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. Earlier transfer is authorized.*

2. Chronological File

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

3. Director's Working Files

Documentation reflecting standard operations of the office, such as personnel matters, awards, copies of the weekly report to the Attorney General, deputations for US Marshals, and affidavits.

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

4. **Executive Staff Meeting Reports**

Records maintained in 3-ring binders documenting periodic meetings of the heads of Bureau components to discuss, coordinate, and approve or disapprove a wide range of management and administrative issues, from the death penalty to the use of nylon mesh bags in prison commissaries. Examples include statistics and supporting narrative from selected institutions on security, affirmative action, educational services, health services, inmate/staff ratio, per capita inmate cost, bilingual staff and staff/inmate demographics.

Disposition: *Temporary. Destroy when 10 years old.*

5. **Foreign Travel and Speeches**

Briefing books, reports, correspondence and memoranda relating to foreign contacts, and background material for speeches.

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

6. **Meetings File**

Documentation from wardens' conferences and regional counsels' meetings comprise the bulk of the series. Sample topics include psychological records and FOIA, double jeopardy, training for USAs, designation of special AUSAs, serving process on inmates, use of the Federal Records Centers and strategic planning.

Disposition: *Temporary. Destroy when 10 years old.*

7. **Miscellaneous Reports**

Copies of documentation such as monthly reports from regional counsels, quarterly reports from the branches of OGC, semi-annual accomplishment reports, management assessments and program review guidelines.

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

8. **Quarterly Reports**

File consists largely of statistical information from the branches to OGC; the information is provided to the regional counsels, but is not sent to the Director. Sample topics include the number of EEO claims, by region, and the number, type and status of administrative remedies {prisoner complaints; OGC is the final appeal}.

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

9. **Subject Files**

Correspondence, memoranda, reports, briefing papers, and published materials on topics such as administrative maximum detention, the death penalty, employee drug testing, privatization, the Religious Freedom Act and capacity planning.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. Earlier transfer is authorized.*

10. Tracked Correspondence

OGC's portion of 'deadline' correspondence, largely but not exclusively from Members of Congress, concerning such issues as inmate status, personnel and regulatory revision.

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

11. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-10 of the record schedule of the Office of the General Counsel schedule.

Disposition: *Temporary. Delete after record keeping copy has been produced.*