

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
NI-129-00-22

DATE RECEIVED
4-28-00

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
8-10-00

ARCHIVIST OF THE UNITED STATES
[Signature]

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

Agency NWMD NR NACT

Copy hand delivered to agency, 8/17/00 Hw

CO_OGC LITIGATION BRANCH

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - OFFICE OF THE GENERAL COUNSEL
LITIGATION BRANCH

Litigation case files are covered by N1-129-88-2. The closed cases currently occupy 4 space-saver compartments in the branch's office (est.100 cubic feet). Other files are described below.

1. Reference Files

Correspondence, memoranda, reports, publications and copies of court documents reflecting ongoing branch activities. Selected topics include compassionate release, the Americans with Disabilities Act, tort claims, privatization, and the status of FOIA litigation.

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

2. Representation Requests

Case files documenting employee requests to be represented by the Government in suits alleging violation of constitutional rights. The requests, initiated by submission of DOJ Form 399, are forwarded to the Department of Justice for approval and returned to BOP so that the agency can officially notify interested parties, including the US Attorney responsible for the case. As the Director or another high-ranking official is normally listed as the defendant, the representation request officially states their noninvolvement in the matter and prevents any personal liability.

Disposition: *Temporary. Cut off on close of case. Destroy 3 years after close.*

3. Tracked (Controlled) Correspondence

The branch's portion of correspondence assigned from the Executive Secretariat with a specified reply date, covering matters such as inmate status, requests for information, citizen complaints, and aspects of cases.

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

4. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-3 of the Litigation Branch schedule.

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