

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
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 <i>71-129-00.24</i>	
DATE RECEIVED <i>4-28-00</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>8-10-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <i>3-2-2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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, NR, NWMD, NWCT

CO_OGC LEGAL ADMINISTRATIVE BRANCH

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - OFFICE OF THE GENERAL COUNSEL
LEGAL ADMINISTRATIVE BRANCH

RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS

The Branch's responsibilities include responding to Freedom of Information Act (FOIA) requests; personnel, including attorney placement, budget and fund control. All of the material, including supporting databases, are covered by the relevant General Records Schedules: 1, 5-7, 9, 14 and 23. The exception is described below.

1. **Program Statement Background Files**

Program Statements are BOP's official directives, and as such are permanent records. The originating program office forwards the request to the Rules Unit of the branch, which evaluates the proposal, routes it for review, coordinates comments, negotiates differences, and sends the approved document to the Justice Department for submission to OMB. This series thus contains the background material leading up to the promulgation of a new statement or revision of an existing one. Examples of topics include the handling of mail for pre-trial detainees, sexual assault prevention, and volunteer coordination.

Disposition: *Temporary. Destroy when 10 years old or when no longer needed for reference, whichever is later.*

2. **Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for item 1 of the Legal Administrative Branch.**

Disposition: *Temporary. Delete after the record keeping copy is generated.*