

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 71-129-00-28	
DATE RECEIVED 06-08-2000	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 12-20-00	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 3-2-2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: 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 GRS OR SUPERSEDED JOB CITATION	10.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)		

CO Adm Div TRUST FUND BRANCH

## **Federal Bureau of Prisons: Record Group 129**

### CENTRAL OFFICE - ADMINISTRATION DIVISION TRUST FUND

The Trust Fund Branch handles prison Commissaries and inmate telephone systems through a revolving fund, and also manages warehouse and clothing operations. There are four sections within the Branch: Operations, Federal Prison Point of Sale (FPPOS), Deposit Fund, and Inmate Telephone System (ITS). References and practices are specified in the Trust Fund/Warehouse/Laundry Manual (4500.04: #4508, #4521 and #4551).

#### **1. Administrative Files**

Documentation reflecting daily operations; representative items include OIG and GAO reports, correspondence with regional and institutional officials, notes from Executive Staff meetings, congressional correspondence, and files on budget development and execution and human resources. Stores inquiries received from the Administration Division with copy of response attached. Includes records of the Randolph Shepherd Act regarding vending inside government buildings

**Disposition:** *Temporary. Destroy when 5 years old or when no longer needed for reference purposes, whichever is later.*

#### **2. Institution Files**

Correspondence, memoranda, forms and other documentation covering matter such as financial management review, capitalization, equipment leases and transfers, funding for commissary overtime, and distribution of funds for renovation. Contains also copies of records for FPPOS and ITS--correspondence, memoranda and financial documents regarding implementation and maintenance, trip reports and other documentation.

**Disposition:** *Temporary. Destroy when 5 years old or when no longer needed for reference purposes, whichever is later.*

#### **3. Subject Files**

Documentation covering matters such as monthly administrative reports, position descriptions, Trust Fund goals, award nominations, and Trust Fund annual reports.

##### **A. Record set of Trust Fund Annual Reports**

**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old*

##### **B. All other documentation**

**Disposition:** *Temporary. Destroy when 5 years old or when no longer needed for reference purposes, whichever is later.*

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

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