**REQUEST FOR RECORDS DISPOSITION AUTHORITY**
(See Instructions on reverse)

| TO | NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408 |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. FROM (Agency or establishment)</td>
<td>FEDERAL BUREAU OF PRISONS</td>
</tr>
<tr>
<td>2. MAJOR SUBDIVISION</td>
<td>CENTRAL OFFICE</td>
</tr>
<tr>
<td>3. MINOR SUBDIVISION</td>
<td>(SEE ATTACHED)</td>
</tr>
<tr>
<td>4. NAME OF PERSON WITH WHOM TO CONFER</td>
<td>OMAR HERRAN</td>
</tr>
<tr>
<td>5. TELEPHONE</td>
<td>(202) 514 - 2254</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-2-2000</td>
<td>OMAR HERRAN</td>
<td>CHIEF, INFORMATION MANAGEMENT OFFICE</td>
</tr>
</tbody>
</table>

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

(SEE ATTACHED)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

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115-109

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA

36 CFR 1228
CO Adm Dw  BUDGET DEVELOPMENT BRANCH

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - ADMINISTRATION DIVISION
BUDGET DEVELOPMENT BRANCH

1. **Master Files**
   Official budget files of the agency, maintained in three-ring binders.

   **Disposition:** *Temporary. Destroy when 30 years old or when no longer needed for reference purposes, whichever is later.*

2. **Subject Files**
   Correspondence, memoranda, hearing statements, talking points, newspaper and journal articles covering topics such as drug testing, hate crimes, privatization, institutions, and education.

   **Disposition:** *Temporary. Destroy when 7 years old or when no longer needed for reference purposes, whichever is later.*

3. **Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-2 of the Budget Development Branch schedule.**

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