

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 FEDERAL CORRECTIONAL FACILITIES	
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>71-129-00-30</i>	
DATE RECEIVED <i>5-26-00</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>7/28/00</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>5/26/2000</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

Agency, Name, NR

Inst INMATE SYSTEMS MANAGEMENT

Federal Bureau of Prisons: Record Group 129

Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)

INCOMING INMATE CERTIFIED MAIL LOGS

1. INCOMING INMATE CERTIFIED MAIL LOGS

Judicial and legal notices are routinely sent to inmates by certified mail. Examples include asset forfeiture notices, court orders, subpoenas, and other types of legal material. The Bureau is responsible for delivering these items to inmates. Mail room staff and/or Unit Staff at each institution maintain certified mail logs to document all inmate certified mail. Each log includes the following information: date certified mail is received; certified mail number; the inmate's name and register number; the location (e.g., housing unit); the sender's name and return address; date delivered to unit staff or inmate; signature of inmate or if inmate refused to sign; and signature of unit staff receiving certified mail, when applicable. Case law interpretation (Polanco v. DEA, 158 F.3d 647 - 2d Cir. 1998), and the additional period established for claimant's right of petition, mandates an eleven-year retention period for these logs. There are no electronic mail or word processing applications associated with these records.

Disposition: *Temporary. Cut off annually (calendar year). Transfer to FRC one year after cut off. Destroy 11 years after cutoff.*