

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 12-129-00-31	DATE RECEIVED 9-3-00
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254	DATE 12-20-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 9/20/00	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 GRS OR SUPERSEDED JOB CITATION	10.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 NWMD NWMD NR NWCT

CO Adm Div BUDGET EXECUTION BRANCH

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - ADMINISTRATION DIVISION
BUDGET EXECUTION BRANCH

The Branch is responsible for planning and controlling the budget process beginning with the enactment of the appropriations and through the obligation and expenditure of resources. It tracks positions and their funding, provides guidance for all levels of budget application, maintains policy in keeping with external requirements, and ensures accurate financial reporting to outside agencies.

1. Budget Execution Correspondence Files

General correspondence and responses to budget inquiries from other units of BOP, from DOJ, and from the public via FOIA requests. The files include minutes from budget meetings, responses to questions on the number of federal positions assigned to a bureau site, B&F funding inquiries, and planning correspondence with regional comptrollers. Files are organized by calendar year, thereunder by subject.

Disposition: *Temporary. Destroy when 3 years old or when no longer needed for reference, whichever is later.*

2. Budget Execution Report Files

Budget Execution reports include quarterly report as given to DOJ and BOP Director. Reports contain budget implementation proposed allocation for upcoming fiscal years. Reports also contain cost data by site and aggregates by region and central office unit.

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

3. SF 52 Position Inventory Files

Agency-wide file of SF 52 position documents. Files used to answer bureau management inquiries and tracking existing positions in the regions, institutions, training center, CCM offices, and central office sites. FMIS access to number, only. .

Disposition: *Temporary. Cut off at the end of the fiscal year. Destroy when 35 years old or when no longer needed for reference, whichever is later.*

4. **Inmate Daily Per-Capita Report Files**

Reports issued to the Department of Justice and to Congress identifying the inmate daily per-capita operating costs. These reports are annual snapshots derived for each institution by dividing combined obligations by the number of inmates in the system at the end of the fiscal year. The 25-30 page reports are maintained in a binder in the Deputy Chief's office. Supporting documentation is maintained separately.

Reports and documentation used to compile the reports.

Disposition: *Temporary. Cut off at the end of the fiscal year. Destroy when 30 years old or when no longer needed for reference, whichever is later.*

5. **Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-4 of the Budget Execution Branch schedule.**

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