

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 N1 129 00 33	DATE RECEIVED 9-8-00
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>Omar Herran</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)		
	<i>Agency NR NWMD NWMD NWCT</i>		

CO Adm Div FACILITIES MANAGEMENT BRANCH

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - ADMINISTRATION DIVISION
FACILITIES MANAGEMENT BRANCH

There are three sections: Facilities Programs, which includes environmental and life safety matters, energy conservation and physical plant; Operations, which covers maintenance, telecommunications, vehicles, training and Y2K; and Resources, which handles budget and positions.

1. Environmental Subject and Reference Files

The environmental position was created to assist and advise institutions regarding their responsibilities under various environmental statutes. (Institutions are not required to consult this staff member.) Documentation includes correspondence, memoranda, reports and other documentation covering topics such as cleanup of "superfund" sites and violations of the Clean Water Act. The series also includes background material on identification, hazards and proper removal procedures for toxins such as lead and asbestos.

Disposition: *Temporary. Destroy when two years old or when superseded, obsolete or no longer needed for reference, whichever is longer.*

2. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for item 1 of the Facilities Management Branch schedule.

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