

**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  
 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  
*71-129-00-35*

DATE RECEIVED  
*9-8-00*

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
*[Signature]*

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>3-1-2000</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 GRS OR SUPERSEDED JOB CITATION	10.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 NWMD NWMD NR NWCT*

CO Admin Div PROCUREMENT AND PROPERTY BRANCH

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

CENTRAL OFFICE - ADMINISTRATION DIVISION  
PROCUREMENT AND PROPERTY BRANCH

Branch acquires and provides goods and services in behalf of the agency according to statutory regulations and insures accurate accountability of BOP property.

### **1. Controlled Correspondence**

Branch copies of tracked correspondence.

**Disposition:** *Temporary. Destroy when 3 years old.*

### **2. National Agreements**

Documentation issued by the BOP Director or the branch chief related to national program agreements with other federal agencies, particularly military agencies; the DOJ or DOJ components; and state and local agencies. The subjects of the agreements include cost of services and shared services, and housing of inmates.

- 1) **Inter-Agency Agreements (IAG)** Documentation covering BOP tenancy agreements with other federal agencies, especially military agencies. Services such as utilities, laundry facilities and police protection are included here.

**Disposition:** *Temporary. Cutoff when agreement is terminated or expired.  
Destroy 10 years after cutoff.*

- 2) **Reimbursement Agreements.** Documentation covering agreements with DOJ or DOJ components for shared services such as financial management or human resources information systems.

**Disposition:** *Temporary. Cutoff when agreement is terminated or expired.  
Destroy 5 years after cutoff.*

- 3) **Inter Governmental Agreements (IGA).** Documentation covering agreements between the Bureau and state or local governments agencies for housing inmates. This includes agreements for housing federal inmates in state and local facilities, and for housing state and local inmates in federal facilities.

**Disposition:** *Temporary. Cutoff when agreement is terminated or expired.  
Destroy 10 years after cutoff.*

3. **Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1 and 2a-c of the Procurement and Property Branch schedule.**

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