

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 71-129-00.37	
DATE RECEIVED 9-12-2000	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 12-28-00	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 3-2-2000	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 GRS OR SUPERSEDED JOB CITATION	10.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 NWMAW NR NWET

Federal Bureau of Prisons: Record Group 129**CENTRAL OFFICE - COMMUNITY CORRECTIONS AND DETENTION DIVISION
RECORDS OF THE NATIONAL OFFICE ON CITIZEN PARTICIPATION**

This function was detached from the chaplain's office and made a separate office in 1992. NOCP's mission is to promote and provide oversight for all Bureau volunteer programs, which include staff, inmates and citizens. The staff provide training for regional and institutional volunteer coordinators, assist volunteer coordinators in the field, participate in management assessment and program review, and coordinate BOP's annual Volunteer Recognition Program.

1. CENTRAL OFFICE VOLUNTEER FILES

Correspondence, memoranda and background files on local volunteer opportunities, particularly the Underground Railroad, and personnel-related material.

Disposition: *Temporary. Destroy when 5 years old.*

2. INACTIVE PROGRAM FILES

Background files on programs for juveniles; working files for program statements and annual awards programs, including numerous copies of nomination forms; and correspondence and memoranda with various private organizations such as the Girl Scouts.

Disposition: *Temporary. Destroy when 5 years old.*

3. INSTITUTIONAL FILES

Copies of nomination forms, correspondence and memoranda related to program review, and occasional copies of programs from institutional awards ceremonies.

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

4. SUBJECT FILES

Monthly reports, background material for conferences, publications, brochures, articles, volunteer handbook, statistical data, and other files covering topics such as training development and agreements between an institution and the National Park Service.

Disposition: *Temporary. Destroy when 10 years old.*

5. **ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-4 of the National Office on Citizen Participation schedule.**

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