

**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  
 71-129-00-38

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
 1-9-01

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  
 3-2-2000

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature: Omar Herran]*

TITLE  
 CHIEF, INFORMATION MANAGEMENT OFFICE

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 GRS OR SUPERSEDED JOB CITATION	10.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 NWMA NR NWCT*

CO-C2D2 RECORDS OF THE DETENTION BRANCH

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

### **CENTRAL OFFICE - COMMUNITY CORRECTIONS AND DETENTION DIVISION RECORDS OF THE DETENTION BRANCH**

The branch was established approximately 20 years ago. Its main functions are housing prisoners for the United States Marshals Service (USMS) and Immigration and Naturalization Service (INS), which includes the approximately 1000 remaining Mariel Cubans; developing detention policy and providing oversight; and monitoring contract detention facilities.

#### **1. CHRONOLOGICAL FILES**

Branch copies of outgoing correspondence.

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

#### **2. CONTRACT FACILITIES FILES**

BOP currently has four detention centers run under contract by private firms, counties or municipalities. One facility has three BOP staff members on site, but their function is oversight only. All other on-site staff are employees of the contracting entities; BOP staff in regional offices perform periodic monitoring inspections. Currently, these facilities include Eloy, AZ, Big Springs and Eden, TX, and Geiger, WA. Record categories include correspondence and memoranda, monitoring reports, contract modifications, use of force and incident reports.

**Disposition:** *Temporary. Destroy 7 years after termination of contract or when no longer needed for reference purposes, whichever is later.*

#### **3. MARIEL CUBAN FILES**

Correspondence and memoranda from attorneys and various officials regarding inmate status and movement. Currently, only mental health evaluations are added to this series which include copies of medical and psychiatric documents.

**Disposition:** *Temporary. Destroy 10 years after release or when 10 years old, whichever is later*

4. **SUBJECT FILES**

Studies (BOP and other federal agencies) of crimes committed by aliens; contract files and related material for consulting psychologists, sex offender counseling and other services; correspondence and memoranda regarding division of responsibilities for detained aliens among BOP, INS, USMS and state correctional systems; correspondence, memoranda, reports and statistics on handling Marielitos; jail inspection reports and other files. The series also contains background, correspondence, and reference materials relating to proposed legislation, inmate correspondence, and copies of congressional correspondence.

**Disposition:** *Temporary. Destroy when 7 years old.*

5. **ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-4 of the Detention Division schedule.**

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