

**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  
 71-129-01-3

DATE RECEIVED  
 1-25-2001

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
 6-6-01

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]

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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)		

CO\_HSD RECORDS OF THE SAFETY SECTION

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

### CENTRAL OFFICE - HEALTH SERVICES DIVISION RECORDS OF THE SAFETY SECTION

Staff of this office provide policy and technical assistance to the field, monitor contractors who perform safety surveys, and ensure that equipment and procedures at institutions comply with federal regulations.

#### **1. Life Safety Surveys**

##### **a. Survey Narrative Reports.**

Reports submitted include the scope and budget of the survey, a description of the facility and its individual buildings, a description of the UNICOR operation at the site, and a list of recommendations. Surveys are conducted under contract on older facilities. The first group of institutions to be surveyed was selected because of known problems at the older institutions. New facilities are not selected for life safety surveys because they must meet post construction safety certification. After all old buildings have been surveyed, there will be no more surveys. The program review process, with reviews conducted every two or three years, will include maintaining life safety standards in institutions.

**Disposition:** *Temporary. Destroy after all recommendations have been implemented and Director of BOP has signed off on it, or when no longer needed for reference, whichever is later.*

##### **b. Survey Status Reports**

Branch-maintained electronic system for tracking surveyed institution's implementation of recommendations. Survey status fields include location, date, number of items noted and number corrected, whether the survey has been closed, and whether variances were granted. Each of the five safety area program managers in the branch maintains a separate tracking system related to specialty, e.g., fire protection. The status reports are received via LAN and are maintained electronically.

**Disposition:** *Temporary. Delete data after final recommendation is implemented, or when no longer needed for reference, whichever is later.*

2. **Breathing Apparatus Tracking System.**

This is a fire protection program tracked by a branch-maintained electronic system. It allows for listing name of manufacturer, model, number, type and age of each item of equipment and the institution to which it is assigned. The system tracks available units through transfers to other institutions, withdrawal, and replacement.

**Disposition:** *Temporary. Data is updated to reflect each movement. Delete data as equipment is replaced or withdrawn from the inventory.*

3. **Subject Files**

Copies of correspondence, memoranda, reports, court documents and other material covering matters such as litigation regarding workmen's compensation, inmate injury, and contracting for training in areas such as lead abatement.

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

4. **Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1a and 3 of the Safety Section schedule.**

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