

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-129-01-4</i>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>1-25-2001</i>	
2 MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION (SEE ATTACHED)			
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE (202) 514 - 2254	DATE <i>6-6-01</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3-2-2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Omar Herran]</i>	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

*SH**Sent to Agency, NWML, NWML, NIR, NWCT*

CO_HSD RECORDS OF THE QUALITY MANAGEMENT SECTION

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - HEALTH SERVICES DIVISION RECORDS OF THE QUALITY ASSURANCE SECTION

This office reviews inmate medical files, both randomly and in response to suggestions, reviews all inmate deaths, and performs some site visits. The last are similar to a program review examination, but are focused on medical quality, not administration. The office also provides quarterly statistical information to the Joint Commission on Accreditation of Health Care Organizations (JCAHO), and maintains total figures of inmate deaths and causes, which are reported to the Director.

Review files are destroyed approximately six months after close of investigation unless the matter develops into a court case. The records then become part of the legal file. Site visits result in a report to the warden, with a copy provided to the regional office; these items are also kept in-house approximately six months. The only series kept long-term is noted below.

1. Credential Files

Records maintained on all clinical directors (i.e., chief physicians). These consist of copies of the c.v., educational credentials and medical privileges.

Disposition: *Temporary. Destroy one year after the end of the individual's tenure in the position.*

2. Pre-Certification Files

Managed Care Coordinator reviews and approves or denies all non-emergency hospitalization requests. Files include the request form, authorization form, selections from the inmate's medical history, and copies of all bills and statements. The records are duplicates of documents in the inmate's medical file held at the institution.

Disposition: *Temporary. Cut off annually. Destroy when 3 years old.*

3. Mortality Review Summary Files

Mortality reports, copies of incident reports (BP 583), death certificates, outpatient clinic reports, autopsy report, and other documents, letters, and memoranda documenting the circumstances of an inmate's death while in federal prison.

Disposition *Temporary. Destroy when 5 years old.*

4. Institution Medical Accreditation Files

Copies of memoranda, reports, and letters of accreditation describing the progress to and final approval of a federal prison's medical component or facility. Accreditation is granted by the Joint Commission on Accreditation of Health Care Organizations (JCAHO), an external crediting organization.

Disposition: *Destroy when 3 years old or when no longer needed for reference purposes, whichever is later.*

5. Focus Medical Review Files

Letters, summary reports, and documents describing the initiation and conclusion of an investigation of a medical action/problem at a federal institution. It includes a report of findings and recommendations by the medical staff conducting the review.

Disposition: *Temporary. Destroy when 11 years old.*

6. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-4 in the Quality Management Section schedule.

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