

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-129-01-005**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/28/2025

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

N1-129-01-005 /2 BP MED-18 Files

N1-129-01-005 /3 Health Professional Shortage Area (HPSA) Files

N1-129-01-005 /5 Physicians' Comparability Allowance Files

N1-129-01-005 /7 Applicant / Vacancy Tracking System

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-129-01-005 /1 superseded by N1-129-05-014 /1

N1-129-01-005 /4 superseded by N1-129-05-014 /3

N1-129-01-005 /6 superseded by GRS 2.1 / 180 (DAA-GRS-2018-0008-0003)

N1-129-01-005 / 8 superseded by GRS 5.1 / 020 (DAA-GRS-2016-0016-0002)

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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 71-129-01-5	DATE RECEIVED 1-25-2001
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 6-6-01	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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3-1-2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>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, NWD, NWM, NCS, NR, NWC*

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

**CENTRAL OFFICE - HEALTH SERVICES DIVISION  
RECORDS OF THE PERSONNEL MANAGEMENT AND RECRUITMENT SECTION**

Bureau medical staff may be hired from a civil service or Public Health Service (PHS) Commissioned Corps roster. There are no organizational or reporting differences between civil service and PHS staff members, but the latter are paid on a reimbursable basis by PHS, and their personnel files are maintained separately. **NOTE:** The original PHS personnel files are maintained by that agency, and have been scheduled for permanent retention (transfer to NARA after 75 years.)

**1. Personnel Files**

Application forms; reports on topics such as injuries, vaccinations, and effectiveness; personnel orders (i.e., transfers); award nomination forms, and other documentation. Files for current and separated employees are maintained separately.

**Disposition:** *Temporary. Destroy 5 years after separation from BOP employment.*

**2. BP MED-18 Files**

Monthly staffing reports from each institution, providing numbers and categories of authorized positions, professional status, personnel system (i.e., CS or PHS), date employed, projected departure date (for temps/contractors) and fill date for vacancies.

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

**3. Health Professional Shortage Area (HPSA) Files**

Institutional applications to the Department of Health and Human Services (HHS) for HPSA designation, which qualifies the site for National Health Service Corps (NHSC) enrollees. Applications must be resubmitted every four years. Documentation includes the application, certification from HHS, lists of qualified NHSC applicants, and background material such as copies of regulations.

**Disposition:** *Temporary. Destroy when 4 years old.*

**4. National Health Service Corps (NHSC) Files**

The NHSC program covers the cost of medical education in return for several years of practice in an underserved area. The records are maintained in four alphabets: individuals currently in the system, individuals who have defaulted, applicants "unsuitable" for BOP (refuse to use a weapon, for example), and transfers. Documentation includes correspondence, memoranda and copies of personnel information.

**Disposition:** *Temporary. Destroy 10 years after termination of service.*

**5. Physicians' Comparability Allowance Files**

Applications for pay differential, and approvals, which are signed by the HSD Assistant Director.

**Disposition:** *Temporary. Destroy upon separation from Bureau employment.*

**6. Recruitment Trip Files**

Correspondence, memoranda and other documentation largely concerned with booths and other displays at professional conferences.

**Disposition:** *Temporary. Destroy when 2 years old.*

**7. Applicant/Vacancy Tracking System**

Electronic system ([modified version of] Microsoft ACCESS, developed with OIS) providing educational and NHSC status information as well as standard personal data on applicants, and tracking referrals given to the applicants.

**Disposition:** *Temporary. Delete records when application record is no longer of interest to the Bureau.*

**8. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-6 of the Personnel Management and Recruitment Section schedule.**

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