

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-129-01-6</i>	DATE RECEIVED <i>1-25-2001</i>
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <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,

is not required;       is attached; or       has been requested.

DATE <i>3-1-2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: 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 GRS OR SUPERSEDED JOB CITATION	10.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)		

CO\_HSD RECORDS OF THE MEDICAL DESIGNATIONS AND TRANSPORT SECTION

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

### **BUREAU OF PRISONS - HEALTH SERVICES DIVISION RECORDS OF THE MEDICAL DESIGNATIONS**

The section determines and coordinates inmates' assignments to Bureau medical facilities. The two categories include newly-sentenced individuals with conditions such as diabetes or a physical disability (initial designations), and currently incarcerated individuals who develop a medical problem that cannot be addressed either at the institution or in the local community (redesignations). There are approximately 15,000 of the former and 2,000 of the latter per year. (The Bureau has a maximum of 2,000 hospital beds.)

#### **1. Judicial Correspondence Files**

Files comprise recommendation of the sentencing judge as to the prisoner's medical requirements, a major factor in initial designation, and in those cases where the recommendation cannot be implemented, letters written by the section chief for the Assistant Director explaining to the judge BOP's reasons for noncompliance.

**Disposition:** *Temporary. Destroy when 1 years old.*

#### **2. Medical Designations Files**

Files are brought together from various sources for reference. A record includes the initial assignment, the security/designation data from SENTRY, and printouts of e-mail regarding medical information. Copies of the judgment and portions of the pre-sentence investigation report are from court file. Regional offices maintain them for one year.

**Disposition:** a. Original paper files

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

b. C-D ROM copy

*Temporary. Destroy when no longer needed for reference.*

**3. Medical Redesignations**

Forms, memoranda and printed e-mail requesting and authorizing the transfer and notifying the receiving and transferring institutions. Records include medical data and narrative, instructions re transport and finance, and any special instructions. This information is typically entered in section 6 of the inmate medical record.

**Disposition:** a. Original paper file.

*Temporary Cut off annually. Destroy when 5 years old.*

b. CD-ROM copy

*Temporary. Destroy when no longer needed for reference.*

**4. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1, 2a and 3a of the Medical Designations schedule.**

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