

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 71-129-01-7	
DATE RECEIVED 1-25-01	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>John W. Paul</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>6/6/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>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 GRS OR SUPERSEDED JOB CITATION	10.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 FOOD SERVICES SECTION

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - HEALTH SERVICES DIVISION RECORDS OF THE FOOD SERVICES SECTION

Program Statement 4700.04 specifies institutional, regional and central office retention periods for records relating to this function. Only six of the 23 series are maintained at Central Office, and four of those are now in electronic format only. These files are received via the LAN in ASCII, converted to WordPerfect, and organized by region, institution and date.

1. Thirty-Five Day Master Cycle Menu

Menus originated locally by each institution are sent to regional and central office.

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

2. Monthly Nutrition Report

Includes financial as well as dietary information.

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

3. Food Service Monthly Staff Meeting Minutes

Includes information on expenditures as well as operational and administrative issues.

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

4. Food Service Staff Roster

Listing of filled positions, job titles and vacancies at each institution.

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

5. Program Reviews

Copies of the Program Review Division's reports of their findings after an examination of an institution.

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

6. **Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-5 of the Food Services Section schedule.**

- Disposition:**
- a. Items in 1 - 4 *Temporary. Destroy when 1 year old or when no longer needed for reference, whichever is later.*
 - b. Item 5 *Temporary. Destroy when 4 years old or when no longer needed for reference, whichever is later.*