

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
71-129-01-8

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
John W. Carl

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
Omar Herran

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 GRS OR SUPERSEDED JOB CITATION	10.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, NWMD, NWMM, NR, NW CT

CO_HSD RECORDS OF THE HEALTH PROMOTION AND DISEASE PREVENTION SECTION

Federal Bureau of Prisons: Record Group 129

**BUREAU OF PRISONS - HEALTH SERVICES DIVISION
RECORDS OF THE HEALTH PROMOTION AND DISEASE PREVENTION SECTION**

This office was established in 1999. It assumes some of the responsibilities of the earlier Health Promotion and Disease Prevention Section and of the Drug Free Workplace Office. The section provides information and guidance to the field, and also develops Bureau policy on matters such as smoking.

1. Subject Files

Correspondence, memoranda, reports, publications, conference material, catalogues, and other records covering topics such as hospice, inmate wellness, Federal Fitness Day, smoking cessation, and activities at various institutions. With the exception of smoking cessation, the subjects are no longer the purvey of this section.

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

2. Policy Files

Copies of policy statements and and agency-wide preventive health program documents promulgated by the section. At present, all documents are aimed at tobacco use and smoking.

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

3. Health Clinic Administrative Files

Health clinic administrative records include invoices, copies of inter-agency agreement documentation, reports of correspondence with the contractor who provides the nurse, and information on tuberculosis and hepatitis testing, flu vaccination, and so forth.

Disposition: *Temporary. Destroy when 3 years old.*

4. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-2 of the Preventive Health Section.

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