

**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  
71-129-01-9

DATE RECEIVED  
1-25-2001

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
*[Signature]*

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  
12/6/00

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature: 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 GRS OR SUPERSEDED JOB CITATION	10.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)		

CO\_HSD RECORDS OF THE FINANCIAL MANAGEMENT SECTION

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

**BUREAU OF PRISONS - HEALTH SERVICES DIVISION  
RECORDS OF THE FINANCIAL MANAGEMENT SECTION**

### **RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

This office handles smaller financial transactions, particularly credit card purchases, which are no longer handled by the central budget office. No records go directly from this section into FMIS. The office also handles Division property inventories and contract tracking. Most of the latter is duplicated in the procurement office.

Documentation includes monthly expenditure report by area, broken out by individual and category, and monthly budget summaries. The staff also log and document all credit card purchases, and maintain logs for each cost center. The current and two previous years' records are on-site; earlier files are stored in the basement. All of these series are covered by GRS items, especially 3/3, 3/9 and 6/1.

The section is also responsible for the financial records of the Continuing Professional Education program. The documentation consists of SFs 182 and the approvals (GRS 1/18b), and copies of travel vouchers (SF 1012, GRS 6/1) documenting completion of the course.

In addition the section is responsible for maintaining Fitness Center Applications. The file was the responsibility of the Health Promotion and Disease Prevention Section before 1999 reorg.

#### **1. Fitness Center Applications**

In addition to the application forms, the series includes a brief medical history, liability waiver, and demographic information. Previous to 1999 reorganization, these records were maintained in the Health Promotion and Disease Prevention Section, now the Preventive Health Section.

**Disposition:** *Temporary. Destroy upon separation of employee.*

#### **2. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for item 1 of the Financial Management Section.**

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