

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
91-129-01-10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
[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: 3-2-2000

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 GRS OR SUPERSEDED JOB CITATION	10.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)		

[Handwritten: Agency, NWMD, NWMW, NR, NWCT]

CO_HSD DRUG FREE WORKPLACE OFFICE

Federal Bureau of Prisons: Record Group 129

**CENTRAL OFFICE - HEALTH SERVICES DIVISION
RECORDS OF THE DRUG FREE WORKPLACE OFFICE**

The office administers all urine tests for applicants and contractors, as well as random tests on individuals whose duties include operating motor vehicles. The actual testing is performed off-site, at various contract laboratory facilities.

1. Administrative Files

Documentation is largely contract-related: copies of that document, invoices, lab lists, correspondence, memoranda, and so forth. Background material and draft versions of their covering Program Statement are also included.

Disposition: Temporary. Destroy when 3 years old.

2. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1 of the Drug Free Workplace Office schedule.

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