

**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  
71-129-01-11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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  
2-28-2000

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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

CO\_HSD RECORDS OF THE ASSISTANT DIRECTOR'S OFFICE

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

### **CENTRAL OFFICE - HEALTH SERVICES DIVISION RECORDS OF THE ASSISTANT DIRECTOR'S OFFICE**

The Division (HSD) is responsible for programs covering inmates' physical health. There are six BOP medical facilities, in addition to medical staff at each institution. The Division also oversees Bureau-wide safety and environmental health, health promotion for staff members, and the Drug Free Workplace program. The Division office where files are maintained includes two subject file series, one for the HSD Assistant Director and the other for the Medical Director.

#### **1. Controlled Correspondence**

Division copy of correspondence assigned by the Executive Secretariat. Files also include drafts of administrative remedies prepared for Office of General Counsel.

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

#### **2. Litigation Case Files**

Correspondence, memoranda, copies of court documents and SENTRY data regarding issues such as placement of an inmate with medical problems, inmate allegations of mistreatment, and nonfulfillment of the service requirement by an individual who had received government assistance in financing his medical education. The General Counsel's office maintains the official case files.

**Disposition:** *Temporary. Destroy upon close of case or when no longer needed for reference, whichever is later.*

#### **3. Region and Institution Files**

Correspondence, memoranda, reports and other documentation concerning topics such as long-range planning for medical facilities; resources, design and staffing for a new facility; kidney transplants; site audits; and requests for exceptions to the procedures manual.

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

**4. Assistant Director's Subject Files**

Documentation covering topics such as the efforts of an interagency committee on minority careers in health and science, BOP task force on medical and mental health care, draft procedures for medical exams at Metropolitan Correction Centers, addiction medicine, budget and population issues, organ transplants, staffing guidelines and professional organizations.

**Disposition:** *Temporary. Destroy when 10 years old.*

**5. Medical Director's Subject Files**

Documentation covering suggested clinical guidelines on topics such as AIDS and specific drugs. There are also files for doctors by name, awards panel meeting minutes, and inmate's congressional correspondence on high profile medical cases.

**Disposition:** *Temporary. Destroy when 3 years old or when no longer needed for reference, whichever is later.*

**6. Chronological File**

Copies of outgoing correspondence and memoranda sent from Chief Health Professionals for Assistant Director's signature.

**Disposition:** *Temporary. Destroy when 2 years old.*

**7. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-6 of the Assistant Director's Office schedule.**

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