

**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  
FEDERAL CORRECTIONAL FACILITIES

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  
*41-129-01-12*

DATE RECEIVED  
*7-13-2001*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>10-26-01</i>	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>7/5/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)	<i>cc Agency, NR, NWMDC</i>		

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

### **Federal Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)**

#### **1. INMATE TRANSFER RECEIPTS**

##### **A. United States Marshal Service Receipts**

Copies of Bureau form BP-378: Marshals Receipt form and related notes, chronologically arranged by date. This form is used to document the transfer of an inmate's custody from one agency or person to another and upon receipt of a voluntary surrender. As a general requirement, only the inmate's name and register number are entered on the receipt. The officer relinquishing custody receives the original receipt. The remaining copies are distributed within the receiving institution to those locations requiring immediate notification.

**Disposition:** *TEMPORARY. Cut-off at the end of the calendar year. Destroy when 3 years old.*

##### **B. Transfer Receipt**

Copies of Bureau form BP-283: Transfer Receipt, and related notes, chronologically arranged by date. This form is used for the transfer of all inmates between Bureau institutions on airlifts, bus moves, or other Bureau movement. When an institution is receiving inmates, the copy of the ( BP-283) Transfer Receipt, with the original signature (from the receiving institution) will remain with the transporting officers.

**Disposition:** *TEMPORARY. Cut-off at the end of the calendar year. Destroy when 3 years old.*

#### **2. MASTER INDEX CARDS**

Active and inactive index cards maintained by Inmate Systems. These two card systems are arranged alphabetically. Cards include handwritten location (assession number and box number), of the corresponding inmate central file record.

- A.** Active and Inactive index cards for all sentenced inmates and designated INS Detainees. They are created using Prisoner Sentry Sentence Label(PSSL), printout and include inmate data such as name, date of birth, race, register number, and sentence. The active cards include new commitments. They are updated or replaced as changes in sentences occur. Active cards are moved to Inactive status upon an inmate's death, completion of sentence, or transfer.

The release date and method of release will be indicated on the card. In the case of a transfer, the date of transfer and the receiving designated institution will be annotated on the card.

**Disposition:** *Temporary. Transfer from the active to the inactive file upon inmate's death, completion of sentence, or transfer. Destroy inactive files when 50 years old or when no longer needed for correctional purposes, whichever is later.*

- B. Index cards for inmates housed while in transit from one institution to another, or in route to their designated institution (via airlift or bus) need not be maintained in the inactive card file after the inmate has departed the holdover institution. It is also not necessary to prepare an active index card on inmates being held overnight on airlift or bus movements. This exemption also applies to pretrial and INS prisoners.

**Disposition:** *Temporary. Destroy when inmate is transferred out of the Institution or released.*

- C. Index card copies for departments other than Inmate Systems such as quarters cards, crew kit cards, and Warden's cards among others. These may be produced in any format which is necessary and acceptable to the institution. The Inmate Systems Manager surveys the need for such cards and produce them as necessary.

**Disposition:** *Temporary. Destroy when inmate is transferred out of the institution or released.*

### **3. MONTHLY BANK ROBBERY REPORT TO THE FBI**

Reports and memoranda containing a monthly list of inmates convicted of Robbery or Burglary of a Bank, Savings and Loan Association or Credit Union, who were released to the community or transferred to a Community Corrections Center during the previous month. The reports include each inmate's committed name, register number, date of birth, FBI number, point of destination, and date of release from the institution. If the FBI number is not available, "unknown" is to be indicated. FBI receives a signed copy.

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

### **4. ELECTRONIC VERSION OF RECORDS CREATED BY ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS FOR ITEM 1 and 3 OF THE INMATE SYSTEMS MANAGEMENT PROGRAM SCHEDULE**

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