

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 71-129-01-13	
DATE RECEIVED 8-30-01	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 11-15-01	ARCHIVIST OF THE UNITED STATES <i>E. 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 7/10/01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

cc: Agency, NR, NWMD, NWMA

Federal Bureau of Prisons: Record Group 129

**CENTRAL OFFICE - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE INMATE SYSTEMS BRANCH**

1. Chronological Files

Incoming correspondence, overwhelmingly from inmates, regarding issues such as the status of personal property, complaints regarding treatment, requests for change of custody, of time served, and so forth. Congressional and general correspondence are maintained separately, but the subject matter is identical; location of a document depends on whether an inmate wrote directly to the Bureau or to their representatives, who forwarded the letter.

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

2. Foreign Jail Credit Reference Files

Case files and a small amount of ancillary reference material created in the course of responding to an inmate's request for sentence credit for time held in foreign custody on US charges. The branch verifies the incarceration, determines if it is applicable to the US sentence, and instructs the field. Documentation includes the field request, sentence computation data from SENTRY, copies of court documents, copies of US Marshals' custody and detention reports, and correspondence and memoranda to/from BOP, DOJ and foreign officials.

Disposition: *Temporary. Cut off when case files are closed. Destroy 3 years after cut off.*

3. Congressional Correspondence

Incoming and outgoing correspondence generated by inmates or their families, regarding issues such as the status of personal property, complaints regarding treatment, requests for change of custody and of time served.

Disposition: *Temporary. Cut off at the end of the fiscal year. Destroy 3 years after cut off.*

4. **Policy Working Files**

The branch's copy of the official files for Program Statements, including finals, drafts, comments, critiques and clearance forms. Also included are guidelines on development, related background material, and a reference collection of superseded Operations Memoranda.

Disposition: *Temporary. Cut off when no longer used. Destroy 5 years after cut off.*

5. **ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-4 of the Inmate Systems schedule.**

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