

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 71-129-01-14	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>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 7/14/01	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 GRS OR SUPERSEDED JOB CITATION	10.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, NWMDC, NWMWA

Federal Bureau of Prisons: Record Group 129

**CENTRAL OFFICE - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE RELIGIOUS SERVICES BRANCH**

1. Advocacy Group Files

Correspondence with groups concerned with inmates' well being, addressing issues such as ensuring the availability of kosher food, allowance for prayer times, and so forth.

Copies of group publications are also included.

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

2. Annual Reports

Compilation of statistics (hard copy only) provided by each institution. Information provided includes the numbers of religious groups, numbers of inmates participating in study groups and worship services per week, number of inmates observing religious diets, numbers of active volunteers, dates and number of participants in ceremonial meals, and annual expenditure of funds on different groups.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 10 years old.*

3. Chronological Files

The branch's copies of outgoing correspondence.

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

4. Institutional Files

Files maintained on each institution and regional office. Documentation includes copies of an institution's program review, correspondence and memoranda on topics such as native American religious practices, personnel, audits and public relations.

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

5. Monthly Updates

Newsletter sent, in hard copy and via e-mail, to the institutions and regions, providing information such as personnel actions, prayer concerns, lists of resources for different faiths, background information on various festivals and other religious observances, and procedures to be followed in notifying families of the death of an inmate.

Disposition: *PERMANENT. Transfer to the National Archives in 2-year blocks when most recent record is 10 years old.*

6. Subject Files

Correspondence, memoranda, reports, publications, agendas, copies of legislative material and other documentation on topics such as the Religious Freedom Restoration Act (RFRA), strategic planning, training, female offenders, personnel, recruiting and capital punishment.

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

7. New Chaplains Training Files

Overview and introductory programs developed for new chaplains.

Disposition: *Temporary. Cut off at the end of the calendar year. Destroy when 4 years old.*

8. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-7 of the Detention Division schedule.

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