

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 71-129-01-15	
DATE RECEIVED 8-30-2001	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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 GRS OR SUPERSEDED JOB CITATION	10.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

Federal Bureau of Prisons: Record Group 129

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

Correspondence

1. CONGRESSIONAL CORRESPONDENCE DRAFT RESPONSES

The branch's copies of correspondence referred to them by the Executive Secretariat.

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

2. PRISONER MAILBOX (PMB) CORRESPONDENCE

Records consist of correspondence and other documentation on inmate-related issues. Examples include a request from a former Senator for a furlough that would allow a convicted drug trafficker to attend a conference. The file contains copies of SENTRY data and documents from the court case and the inmate's official case file, the most voluminous of which is a copy of the pre-sentence report. The series also includes correspondence files with embassies, consulates, and so forth on the status of inmates who are citizens of another country.

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

3. VICTIM WITNESS FILES

This program was established by the Victim and Witness Protection Act of 1982, which provided for notification of individuals who had been victims or witnesses of a federal crime of any change in the status of the perpetrator. Documentation includes notification of the unit, inmate data, correspondence from the US Attorney, and copies of the warden's letters to the individuals. Difference in file size is due to the number of individuals to be notified.

Disposition: *Temporary. Close the file after the end of the probation period. Destroy 5 years after closing.*

Policy Development and Training

4. OPERATIONS MEMORANDA REFERENCE FILE

The Division's copy of expired operations memoranda, issued by the division, and maintained for reference purposes.

Disposition: *Temporary. Destroy when 10 years old or when no longer needed for reference purposes, whichever is later.*

5. PROGRAM STATEMENT WORKING FILE

Background reference copy files for Program Statements policies currently being revised.

Disposition: *Temporary. Destroy when 7 years old or when no longer needed for reference purposes, whichever is later.*

Inmate Monitoring

6. WITSEC CASE FILES

Consists of Inmate Central Files managed and controlled under the Witness Protection Unit in the Bureau of Prisons. Records are currently retired to FRC under NC1-129-77-11 with inmate case files. These records should be separate from Inmate Case Files.

Disposition: *Temporary. Close the file on expiration of sentence. Destroy 30 years after closing.*

7. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-6 of the Correctional Programs schedule.

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