

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 71-129-01-16	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 GRS OR SUPERSEDED JOB CITATION	10.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 SPECIAL NEEDS OFFENDERS COORDINATOR BRANCH**

1. SUBJECT FILES

Correspondence, memoranda, briefing material for the various categories of special needs offenders (SNOs), agendas and meeting notes from various working groups, and other documentation.

Disposition: *Temporary. Cut off at the end of the fiscal year. Destroy 5 year after the cut off.*

2. TRAINING FILES

Lesson plans on salient topics such as sexual abuse and assault prevention and intervention, along with drafts and background material. All approved course material is issued by the Training Center in Aurora, CO.

Disposition: *Temporary. Cut off at the end of the fiscal year. Destroy 5 years after the cut off.*

3. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-2 of the Special Needs Offender schedule.

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