

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
71-129-01-17

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
[Signature]

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
[Signature: Omar Herran]

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 GRS OR SUPERSEDED JOB CITATION	10.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)		

cc: Agency, NR, NWMDC, NWMWA

Federal Bureau of Prisons: Record Group 129

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

1. INCIDENT REPORTS

Reports of mandatory investigations conducted after any weapons discharge (intentional, accidental) at a Bureau facility. Documentation includes copies of medical forms, SENTRY data, e-mail memoranda, event chronology, and memoranda to the Assistant Director and Regional Director noting the incident, naming review committee members and giving their conclusions. Copies of student evaluations, photos, log books and inventories may also be included. The assistant branch chief maintains the records, which are kept in a secure cabinet, given the sensitive nature of the information.

Disposition: *Temporary. Destroy when 20 years old.*

Records of the Discipline Hearing Administrator (DHA)

2. FIELD REPORTS

Data on [discipline incidents and surveillance tests] submitted by the regions. Documentation is largely copies of printouts from SENTRY.

Disposition: *Temporary. Destroy when 5 years old.*

3. REFERENCE FILE

Background material for PSs; superseded examinations and other training material; files on laboratories, including correspondence, memoranda and vendor publications; copies of draft and final legislation, conference material, and other documentation accumulated for reference.

Disposition: *Temporary. Destroy when 5 years old.*

4. TRAINING FILES

DHA responsibilities also include preparation of training courses and examinations for new lieutenants and regional DHAs. Documentation includes syllabi, overheads, handouts, lesson plans, agendas, tests and answer keys, and working copies of manuals he has written. Some of the material, such as lesson plans and monthly examinations for

field offices, is maintained in electronic format only. NOTE: The training center in Aurora, CO, has a complete set of this material.

Disposition: *Temporary. Destroy when 7 years old.*

Records of the Chief of Security

5. KEY SCHEDULE FILES

Lists of hardware and keys currently in use at each institution, with accompanying facilitative correspondence.

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

6. SUBJECT FILES

Copies of weapons contracts, lists of compromised keys, vendor material, and routine administrative documentation.

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

Records of the Emergency Preparedness Section

7. AFTER-ACTION REVIEWS

Mandatory reviews of all incidents other than weapons discharges: escapes, suicides, homicides, disturbances and so forth. Current format is an introduction, executive summary, chronology, analysis of events, description of other pertinent factors, conclusions, recommendations, and attachments. The last may include inmate information, a list of the documents reviewed, and a cost/impact statement.

- a. Unclassified editions.

Disposition: *PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives in 10 year blocks when the most recent record is 30 years old.*

- b. Classified editions.

Disposition: *PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives in 10 year blocks when the most recent record is 30 years old.*

Records of the Intelligence Section

8. DISRUPTIVE GROUP FILES

Documentation created to "validate," in agency parlance, an individual's membership in one of the groups considered particularly threatening. In addition to data from AIMS, the record would also contain information from the inmate's official case file, such as the presentence report, photographs, FBI rap sheet, and lists of approved visitors and telephone numbers.

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

9. INCIDENT REPORTS

Copies of Form 583, used to report any disturbance, from shoving to full-scale riot. The data are maintained in SENTRY.

Disposition: *Temporary. Destroy when 20 years old.*

10. INTELLIGENCE INCIDENT CASE FILES

Case files created on incidents related to the unit's responsibilities. Documentation includes reporting from both SENTRY and AIMS, autograph notes, action logs and event summaries.

Disposition: *Temporary. Destroy when 20 years old or when no longer needed, whichever is later.*

11. PUBLICATIONS

One-time and continuing documents covering the range of section activities. Examples include quarterly reports to Executive Staff, which provide statistics from AIMS and SENTRY; briefing guides on the various threat groups, a field guide to inmate telephone monitoring, and annual guides to gang and drug interdiction.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

12. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-11 of the Correctional Services schedule.

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