

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
71-129-01-18

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
John W. Paul

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
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 GRS OR SUPERSEDED JOB CITATION	10.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, DWMDC, DWMWA, NR

Federal Bureau of Prisons: Record Group 129

**CENTRAL OFFICE - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE ASSISTANT DIRECTOR'S OFFICE**

1. DIVISION SUBJECT FILE

Correspondence, memoranda and reports documenting division activities and providing corrections-related information. Topics include budget estimates, draft policy reviews, internet access and information and presidential pardons.

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

2. EXECUTIVE ASSISTANT'S PROGRAM FILE

Files maintained on division and branch meetings, OMB submissions, executive staff activities, training and other activities.

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

3. COVERT ACTION FILES

The series is maintained by the Executive Assistant. It is composed of requests from the Department of Justice (DOJ) or FBI to wire an inmate for participation in covert operation. The file consists of the faxed requests and her handwritten notes; the official documentation is maintained at DOJ.

Disposition: *Temporary. Destroy when 30 years old.*

4. TELEPHONE INQUIRIES

Also maintained by the Executive Assistant, this is an autograph log of questions regarding particular inmates, many of which are of a sensitive nature.

Disposition: *Temporary. Destroy when 30 years old.*

5. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-4 of the Assistant Director's Office schedule.

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