

**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  
71-129-02-2

DATE RECEIVED  
2-20-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
9-27-02

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  
2/6/02

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 GRS OR SUPERSEDED JOB CITATION	10.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)		

**Federal Bureau of Prisons: Record Group 129**

**CENTRAL OFFICE - INDUSTRIAL, EDUCATION, AND VOCATIONAL TRAINING  
CORPORATE BUSINESS GROUP**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

**1. Assistant Director's Office Subject Files**

Correspondence, memoranda, directives and other material documenting operations at various institutions, Memoranda of Agreement (MOAs), relations and arrangements with other federal agencies, compressed work week and other topics. The chronological file is included in this series. Location and status of earlier files are not known.

**Disposition:** *Temporary. Destroy when 5 years old or no longer needed for reference purposes, which ever is later.*

**2. Deputy Assistant Directors' Office Subject Files**

Correspondence, memoranda, meeting minutes, white papers and other records documenting topics such as employment, development of particular manufacturing programs, market trends and UNICOR's organizational structure at particular institutions. NOTE: Contents of this series may vary considerably, depending on the duties and recordkeeping proclivities of the occupants.

**Disposition:** *Temporary. Destroy when 5 years old or no longer needed for reference purposes, which ever is later.*

**3. Public Works and Community Service Files**

This series documents inmate involvement in public works and community service projects. Inmates can be paid for the former; the latter are one-time, strictly voluntary undertakings with no pay or accident compensation. These projects are arranged under MOAs with municipalities, non-profits, etc.; the staff assistant to the Deputy Assistant Directors is in the process of collecting all current MOAs. Records include correspondence, memoranda, MOAs, and statistical and tabular reports.

**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Routine and facilitative material and records covered by the GRS may be screened and destroyed during archival processing.*

**4. Minutes of the Meetings of the Board of Directors**

In addition to the minutes, the series includes reports from the Chief Operating Officer (aka Assistant Director), General Counsel and Ombudsman, occasional reports on topics such as inmate placement and male/female employment, draft and final operating plans and audit reports, and other documentation.

**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

**General Counsel's Records**

**5. Hearing Transcripts - Board of Directors**

The Board of Directors is the final authority for any private sector appeal of an FPI decision to enter a new market or expand an existing one. The records include the transcript and final decision.

**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

**6. Inmate Accident Compensation Files**

[Analogous to files maintained in OGC: incident reports, decisions at institutional and regional level. Assistant Director is the final administrative appeal.]

**Disposition:** *Temporary. Destroy 10 years after close of case.]*

**7. Subject Reference Files**

Documentation covering a broad range of issues and relations with the Department of Justice (DOJ), other federal agencies, advocacy and industry groups and the private sector. Examples include correspondence, memoranda, reports and other material covering FOIA, contract and other litigation cases; copies of legislative material, draft talking points and memoranda on the family unity demonstration project and memoranda to/from DOJ's Office of Legal Counsel.

**Disposition:** *Temporary. Destroy when 5 years old or no longer needed for reference purposes, which ever is later.*

## Ombudsman's Records

This position was created in 1992, to function as a liaison among FPI, Congress and the private sector. The ombudsman is the final authority for waiver appeals, conducts as-requested surveys for the Assistant Director and program managers, and provides recommendations on problem issues. The present incumbent has been on staff since 1994; she is the second person to hold the post.

### 8. Customer Relations Files

Presentation given at industry conferences on Unicolor's mission and functions and the waiver process; correspondence and memoranda with manufacturers regarding topics such as alleged infringement and business partnerships.

**Disposition:** *Temporary. Destroy when 3 years old or when no longer needed whichever is longer.*

### 9. Ombudsman's Reports

Copies of the reports to the Board of Directors, included in the package prepared for each meeting. Topics include statistical reports on numbers of waivers and appeals by product, to date, and reasons for appeals; industrial relations; and other issues of current interest.

**Disposition:** *Temporary. Destroy when 3 years old or no longer needed whichever is longer.*

### 10. Waiver Appeals

Case files include form letters from the Product Service Center (PSC) and Ombudsman to the customer, and the disposition sheet, which provides all tracking numbers, items for which a waiver was requested, and the reasons for the decision. A copy of this is sent to the PSC for input into a database, but the electronic file does not exactly duplicate the hard copy record.

**Disposition:** *Temporary. Destroy 10 years after close of case.*

### 11. Waiver Logs

Summary listing of each month's actions, and a summary of the actions, giving the reasons, monetary values and percentages of the total. Approvals and disapprovals by product group are also noted.

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

### 12. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-11 of the Corporate Management Records schedule.

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