

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
 FEDERAL CORRECTIONAL FACILITIES

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
 71-129-05-2

DATE RECEIVED
 11-1-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
 11/1/04

ARCHIVIST OF THE UNITED STATES
 Allen Weinstein

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: 10-22-04

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 GRS OR SUPERSEDED JOB CITATION	10.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 OR NWML NWML NACT

SCHEDULE: BOP/FIELD/ CPD SIS-CORRECTIONAL SERVICES

Authority: N1-129-05-	Item#	Approved:
Major Sub. BOP/FIELD	Physical Medium: Electronic	Dated:
Minor Sub:	System Location: Field Components	
Item Name:	Secondary Location:	

**FIELD - CPD - CRIMINAL INVESTIGATION FILES
SCHEDULE REVISION OF: N1-129-97-03**

1. S.I.S. CRIMINAL INVESTIGATION FILES- CATEGORY 100 PROHIBITED ACT

These files relate to the most serious crimes (greatest category) that can occur at a Bureau of Prisons facility, such as murder, rioting, escapes, and hostage taking. Files consist of incident reports, medical reports, photographs, videotapes, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review).

Maintained at each facility and arranged by incident category and thereunder chronologically.
Accumulation: approx. 1-2 cu. ft. per year.

Retention: Permanent.

Guidance: Cut off files at the end of the calendar year. Retire to the Federal Records Center 5 years after cut off. Transfer to NARA 10 years after cutoff.

2. S.I.S. CRIMINAL INVESTIGATION - CATEGORY 200 PROHIBITED ACTS

These files relate to the less severe, but still serious crimes (high category) that can occur at a Bureau of Prisons facility. Files consist of incident reports, medical reports, photographs, videotapes, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review). Note: The Bureau of Prisons will bring any historically significant case files to NARA's attention for appraisal on a case-by-case basis.

Maintained at each facility and arranged by incident category and thereunder chronologically.
Accumulation: approx. 1-2 cu. ft. per year

Retention: Temporary.

Guidance: Cut off files at the end of the calendar year. Destroy when 4 years old or when no longer needed for legal evidence or investigative purposes, whichever is later.

3. S.I.S. CRIMINAL INVESTIGATION FILES- CATEGORY 300 AND 400 PROHIBITED ACTS

These files relate to low moderate crimes that can occur at a Bureau of Prisons facility. Files consist of incident reports, medical reports, photographs, videotapes, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review). Note: the Bureau of Prisons will bring any historically significant case files to NARA's attention for appraisal on a case - by case basis.

Retention: Temporary.

Guidance: Cut off files at the end of the calendar year. Destroy when 4 years old or when no longer needed for legal evidence or investigative purposes, whichever is later.

4. S.I.S. NON-PROHIBITED ACT USE OF FORCE VIDEOTAPES

Videos which document staff/inmate interaction during a use of force event that is outside prohibited act as described in items 1-3 of this schedule, and do not have a corresponding case file.

Retention: Temporary.

Guidance: Destroy or recycle when 2 years old or when no longer needed for legal evidence or operational purposes, whichever is later.

5. S.I.S. CLEARED VIDEOTAPES

Videos which document staff/inmate interaction outside of the use of force or prohibited actions, and which do not have a corresponding case file.

Retention: Temporary.

Guidance: Destroy or recycle when 90 days old or when no longer needed for legal evidence or operational purposes, whichever is later.

6. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS FOR ITEMS 1-3 OF THE CORRECTIONAL SERVICES BRANCH SCHEDULE.

Retention: Temporary.

Guidance: Delete after the record keeping copy has been produced.