

**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  
71-129-05-3

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
2/2/06

ARCHIVIST OF THE UNITED STATES  
*M. Weinsten*

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  
9/23/04

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 GRS OR SUPERSEDED JOB CITATION	10.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 NWMD, NWMW, NR, NWCS, NWCET*

CO Adm Div DESIGN AND CONSTRUCTION BRANCH

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

**CENTRAL OFFICE - ADMINISTRATION DIVISION  
DESIGN AND CONSTRUCTION BRANCH**

Once a site has been chosen for the construction of a new correctional facility, the Site Selection branch (q.v.) forwards its file on that property to the Design and Construction branch, which solicits bids for architectural design and construction under a Design Build process. Additionally, each project will have a contract for some amount of construction administration and/or support services. The official contract files are in the Procurement branch; the Design and Construction branch functions as the agency's technical representative. There is also, obviously, a working file at the site. When a project is completed, documentation which will be needed at the institution is forwarded to the designated official, with copies usually provided to the regional office as well. The records which the branch maintains are described below.

**1. a Design and Construction Project Files**

Records for each facility under construction are maintained according to a set format which provides nearly 100 filing categories, covering a project from inception to completion. Legal and Public Correspondence (#2) includes correspondence with the Bureau's Office of General Counsel regarding certification of engineers, site access, property title, arrangement for geo-technical investigation, and a copy of the record of decision, which is signed by the Director and gives the history of the project and the reason for its choice. Design Development (#7) is largely composed of voluminous lists of approved and disapproved items such as drains and stairwells. The Photography section (#12) includes correspondence and memoranda on the purchase of surveillance equipment and a folder of briefly-captioned snapshots of future office space. This series also include the official set of oversize construction drawings, usually rolled and filed above related the paper records.

**Disposition:** PERMANENT. Transfer records of an institution one year after its closure or when the facility is no longer used for housing federal inmates.

**2. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for item 1 of the Design and Construction Branch schedule.**

**Disposition:** *Temporary. Destroy/delete within 180 days after the record-keeping copy has been produced.*

*See Revisions Attached*

*See Revised Attached*

**CO - ADM - Design and Construction Branch Records- DRAFT**

Authority: N1-129-05-03	Existing Authority(ies):	Approved:
Major Sub. BOP/CO	Physical Medium: Electronic & Paper	Dated:
Minor Sub: ADM/D&CB	Location: CO	
Item Name:		

**Design and Construction Files**

1. **Design and Construction Drawings.** Records consisting of original architectural and engineering drawings of United States Bureau of Prisons correctional facilities. The design and construction files include detailed information on the preliminary design drawings, presentation drawings and perspective views, final working drawings and as-built drawings, project publications, still and aerial photographs.

- 1a. **Preliminary Design Drawings:** Any drawings and sketches that are part of the design phase rather than of the actual construction. These are typically freehand studies that show the basic design, including the arrangement of prison cells, the general appearance of elevations and floor plans.
- 1b. **Presentation Drawings and Perspective Views:** Pictorial design drawings, such as color renderings and perspective views of the proposed buildings or projects.
- 1c. **Final Working Drawings and As-Built Drawings:** Master tracings or reproducibles that show the details of construction, including "as-built" drawings that show any changes from the original design and the building's actual appearance.
- 1d. **Still and Aerial Photographs:** Photographs used in evaluating, measuring or mapping the physical features of the landscape.

**Disposition:** PERMANENT. Transfer records to NARA one year after the closure of an institution or when no longer used for housing federal inmates.

2. **Copies of Drawings and Drafts in Electronic Format -** electronic copies of the drawings saved in vector-based electronic proprietary format and used to generate the official record keeping copy.

**Disposition:** Temporary. Destroy when no longer needed for reference purposes.

~~covered by GRS 17~~

~~3. All other project files. Records consisting of contract files, equipment listings, routine correspondence and routine drawings, final working drawings and as-built drawings of electrical, plumbing, heating, and air conditioning, intermediate or pre-final working drawings.~~

~~Disposition: Temporary. The General Records Schedule 17 provides disposition authority for all other project files.~~

**4. Electronic Version of Records Created by the Electronic Mail, Word Processing, Applications for items 1-3 of the Design and Construction schedule.**

Electronic copies of records that are created on electronic mail and word processing systems or other, and used solely to generate record-keeping copies of the material covered by the items listed above. Also included are electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

**Disposition.** Temporary. Destroy/delete within 180 days after the record-keeping copy has been produced. Longer retention authorized.