

**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 REGIONAL OFFICES	
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  
NI-129-05-10

DATE RECEIVED  
3/11/05

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10/16/05	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>
------------------	---

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 3/11/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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, DR, NARA*

## **Psychology, Forensic Studies and Reports**

### **1. Forensic Studies and Reports**

These are court-ordered evaluations of prisoners, usually to establish their fitness to stand trial. The series includes the forensic working files as well as the final report. The actual report becomes a part of the individual's court file. Each forensic report may address only those specific issues and legal questions raised by the court. For example, if the court requests an opinion for competency only, responsibility is not to be addressed in the documentation. Series includes, but is not limited to: forms such as the 354 (the judge's directive that sets the process in motion), notes, tests and the final report among other supporting materials.

**Disposition: Temporary.** Cutoff at the end of the calendar year. Transfer to FRC 10 years after cutoff. Destroy 30 years after cutoff.

### **2. Electronic Mail and Word Processing Records**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate record-keeping copies of the records covered by item 1. Also included are electronic copies of records created on electronic mail and word processing systems 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 is authorized.