

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 NI-129-05-12	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3/11/05	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 3/11/05	SIGNATURE OF AGENCY REPRESENTATIVE [Signature: Omar Herran]	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

8A 9/21/05 Copies sent to Agency, NARA, NAWMA, NR

CO CPD RECORDS OF THE PSYCHOLOGY SERVICES BRANCH

Authority: N1-129-05-	Item#	Approved:
Major Sub. BOP/CO/CPD	Physical Medium: Paper	Dated:
Minor Sub: Psychology Branch	System Location: CO	
Item Name: Psychology Reports and others		

Federal Bureau of Prisons: Record Group 129

**CENTRAL OFFICE - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE PSYCHOLOGY SERVICES BRANCH**

The primary mission of Psychology Services within the Bureau of Prisons is to provide appropriate psychological, psycho-educational, and consultative services to inmates and staff. Psychological services should be sufficient to ensure that every inmate with a documented need and/or interest in psychological treatment has access to a level of care comparable to that available in the community and consistent with the overall mission of the institution. The Psychology Services may also offer consultative services, periodic psycho-educational training opportunities, and community mental health referral services (as needed) to staff.

1. Annual Reports

The branch submits yearly overviews, numeric or narrative, of several of its assigned tasks to the Director and Assistant Director.

- a. Forensic. 1994- These are court-ordered evaluations of prisoners, usually to establish their fitness to stand trial. The actual report becomes a part of the individual's court file. The branch's documentation is numeric only: the number of evaluations performed per institution per month, plus totals.

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

- b. EAP. 1989- (est.) Reports (annual summary), on number of EAP contacts, similar in format to the forensic reports.

Disposition: Temporary. Cut off at the end of the fiscal year. Destroy 7 years after cutoff or when no longer needed for reference purposes, whichever is later.

- c. **Suicide. 1989-** Narrative reports providing a summary, listing of events, and statistics such as gender, race, age, number of methods, successful attempts, and so forth.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives in 5-year blocks 30 years after cutoff of the most recent annual section of the block.

2. Controlled Correspondence

Bulk of file is congressional correspondence, but referrals from the White House and other high-level officials are also included. Topics include inmate suicide, sexual abuse and employee complaints.

Disposition: Temporary. Cut off at the end of the fiscal year and retain in-house. Destroy 3 years after cutoff.

3. Drug Abuse Treatment Certification Files (ca. 1996 - 2004)

Successful completion of a drug treatment program may qualify an inmate for early release. The branch reviews the requests for releases and provides the institution with its decision. Documentation consists of the final release review (a screen from SENTRY) and a copy of the branch's e-mail response to the field. (NOTE: As of 2004, this function is now handled at the regional office level.)

Disposition: Temporary. Cut off at the end of the fiscal year and retain in-house.. Destroy 10 years after cutoff.

4. Suicide Reconstruction Files

Reports, analogous to after-action reviews on fatal suicide attempts. Standard format is background information, health and personality description, antecedent circumstances, description of the act, conclusion and list of documents examined.

Disposition: PERMANENT. Cut off at the end of the fiscal year. Transfer to the National Archives in 5-year blocks 30 years after cutoff of the most recent annual section of the block.

5. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-4 of the Psychological Services schedule.

Disposition: Temporary. Delete after record keeping copy has been produced. Longer retention is authorized.