

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 71-129-05-13	
DATE RECEIVED 4-11-2005	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10/12/05	ARCHIVIST OF THE UNITED STATES Alle W... ..

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 4/7/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

All Agency NR, NAWND, SWME, NAWMA, NWETC

CO Health Services Division - Clinical Guidelines

Authority: N1-129-05-13	Item#	Approved:
Major Sub. BOP/CO/HSD	Physical Medium: Electronic	Dated:
Minor Sub: Medical Director	Location: Agency-wide	
Item Name: Clinical Guidelines		

CLINICAL GUIDELINES

Clinical Guidelines are initiated by the Medical Director after consultation with Bureau medical staff and outside agencies, as appropriate, to disseminate standardized information and ensure standardized treatment of common diseases or conditions. Criteria include prevalence of a disease or condition in the inmate population; significant differences in management of the disease among physicians; observed knowledge disparities in treatment of a disease among agency medical staff; major advances in diagnosis and treatment of a disease; and prescribing trends identified through the information maintained in the BOP national formulary. Subject examples include Management of HIV Infection, Asthma, Psychiatric Evaluation, High Cholesterol, Coronary Artery Disease, Diabetes, and Guidelines for Social Work Professionals in Discharge Assistance.

A staff physician is the primary author of the narrative ("procedures") section. Depending on the topic, other medical staff may edit the document, and in some cases, specialists from CDC and/or NIH will review the guidelines. The standardized format includes a statement of **purpose** (analogous to a mission statement); a listing of all **references**, which include BOP program statements, government publications, and academic literature; **definitions** for all significant terms used in the document; a narrative description of the **procedures** to follow in identification and treatment; and **attachments**, which are a compilation of reference material. Some of the attachments are also written by BOP staff; others have been largely or partially taken from other sources, which are cited.

The first Guideline was issued in February 2000; several have been updated but none have been canceled or rescinded. The revision process is analogous to that for initial development. They are both maintained at Central Office and distributed to the field in electronic format (WordPerfect and Adobe Acrobat). Electronic copies of prior versions have been maintained.

Clinical Guidelines

Electronic ~~word-processing~~ files comprising a complete record set of all approved and issued Clinical Guidelines.

Disposition: PERMANENT. Transfer in 5-year increments in mutually acceptable format to the National Archives when oldest document is 10 years old. Records will conform to current NARA requirements in the supplement to 36 CFR 1228.270.

System Documentation.

Data systems specifications, file specifications, codebooks, record layouts, user guides, and other specifications needed to access the master file.

PERMANENT. Transfer to NARA with master file.