

| | |
|---|----------------------------------|
| 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 71-129-05-14 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 9/16/05 | 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 4/7/05 | 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 GRS OR SUPERSEDED JOB CITATION | 10.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) | | |

DATE: 7 April 2005

RE: Proposed Schedule for the Personnel Management and Recruitment Section, Health Services Division

This schedule is a revision of N1-129-01-05, providing shortened retention times for series or sub-series which staff members have determined do not warrant the length of time originally specified. Items 1 and 2 correspond to the same item numbers on the earlier document. Item 2, BP MED-18 Files, is a straightforward reduction of 3 years, from 5 to 2. Item 1, Personnel Files, has been split into two sub-items, one with the original retention of 5 years after separation, the other 2 years after separation. Item 3 on this schedule, NHSC Files, corresponds to Item 4 on 129-01-05. Current retention is 10 years after separation; the revision is 2 years thereafter or when 3 years old, whichever is later.

CO Health Services Division - Personnel Management & Recruitment Section - Draft

| | | |
|----------------------------|-------------------------------------|-----------|
| Authority: N1-129-05- | Item# | Approved: |
| Major Sub. BOP/CO | Physical Medium: Electronic & Paper | Dated: |
| Minor Sub: Health Services | System Location: CO | |
| Item Name: | | |

Bureau medical staff may be hired from a civil service or Public Health Service (PHS) Commissioned Corps roster. There are no organizational or reporting differences between civil service and PHS staff members, but the latter are paid on a reimbursable basis by PHS, and their personnel files are maintained separately. NOTE: The original PHS personnel files are maintained by that agency, and have been scheduled for permanent retention (transfer to NARA after 75 years.)

1. Personnel Files

Application forms; reports on topics such as injuries, vaccinations, and effectiveness; personnel orders (i.e., transfers); award nomination forms, and other documentation. Files for current and separated employees are maintained separately.

A. Files including a grievance, other adverse action, or return to PHS.

Destroy 5 years after separation from BOP.

B. All others.

Disposition: Temporary. Destroy 2 years after separation from BOP employment.

~~2. BP MED-18 Files~~

~~Monthly staffing reports from each institution, providing numbers and categories of authorized positions, professional status, personnel system (i.e., CS or PHS), date employed, projected departure date (for temps/contractors) and fill date for vacancies.~~

~~Disposition: Temporary. Destroy when 2 years old.~~

GA 05/23/2005

3. National Health Service Corps (NHSC) Files

The NHSC program covers the cost of medical education in return for several years of practice in an underserved area. The records are maintained in four alphabets: individuals currently in the system, individuals who have defaulted, applicants "unsuitable" for BOP

(refuse to use a weapon, for example), and transfers. Documentation includes correspondence, memoranda and copies of personnel information.

Disposition: Temporary. Destroy when 3 years old or 2 years after termination of service, whichever is later.

4. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-3 of the Personnel Management and Recruitment Section schedule.

Electronic copies of records that are created on electronic mail and word processing systems 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 is authorized.