

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11-129-06-2	DATE RECEIVED 11-8-2006
1 FROM <i>Department</i>	USDOJ/BOP	NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION CORRECTIONAL FACILITIES/REGIONAL OFFICES		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION PSYCHOLOGY DEPT		DATE 11/27/07	ARCHIVIST OF THE UNITED STATES <i>Allen W...</i>
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE (202) 514-2254		

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 11/07/05	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MGT 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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		

SA 3/6/07 Copies sent to Agency, NARA, NARA, NR

INST/REG/CO - Psychology Services Dept. (Drug Education/Abuse Programs, PSI Intake)

Authority N1-129-06-	Item#	Approved:
Major Sub INST/REG/CO	Physical Media Paper	Dated:
Minor Sub: Psychology Dept	System Location: Bureau-wide (Institutions/Region/Central Office)	
Item Name: Psychology Drug Education, Drug Abuse Programs		

1 Drug Education Files - Organized by inmate class group, these files consist of education test and score for passing the drug education course as well as a completion certificate and agreement to participate in the program.

Disposition: Temporary. Destroy 3 years after date of completion or expulsion from the program.

2 Drug Abuse Program Treatment Files (a.k.a. RDAP or DAP) - Files containing treatment agreement, homework assignments, treatment contracts for residential and nonresidential inmate drug abuse treatment programs. Files are organized by group number assignment such as Cohort #7, Cohort # 8, and so on.

Interviews and Psychological Tests and related materials

Disposition: Temporary Cutoff files by the calendar year of the date of completion or expulsion from the program Destroy 7 years after cutoff.