

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 FEDERAL CORRECTIONAL FACILITIES	
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 71-129-06-4	
DATE RECEIVED 2-8-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 3.7.06	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 2/7/06	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 GRS OR SUPERSEDED JOB CITATION	10.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)		
WITHDRAWN			
	<i>Agency (sent w/ letter)</i>	<i>DR</i>	<i>nwmwa nwmD</i>

INST - Correctional Services - Post Order Files

Authority: N1-129-06-	Item#	Approved:
Major Sub. BOP/INST	Physical Media: Paper, electronic	Dated:
Minor Sub: Correctional Services	System Location:	
Item Name: Post Orders		

1. Post Orders are written instructions describing the duties, responsibilities, and unique requirements associated with staff's operation of a particular area, function, or post within a federal correctional facility. Orders exist in both paper and electronic word processing files. The paper version stored in the Captain's Office is considered the record copy.

Disposition: Temporary. Destroy 3 years after update or cancellation.

2. Post Order Signature Sheet - Signing sheets or logs contains the signature of staff accepting the post assignment and attesting having read the applicable post order for that assignment.

Disposition: Temporary. Destroy 3 years after update or cancellation.

3. Electronic Version of Records Created by the Electronic Mail and Word Processing for items 1-2 of the INST Correctional Services Post Order's 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 copies of records created on electronic mail & word processing 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 authorized.