

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 NI-129-06-9	
DATE RECEIVED 4/10/06	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 7/27/06	ARCHIVIST OF THE UNITED STATES <i>Allen Wain</i>

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 3/8/06	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

INST- Safety Office - Staff Fitness Tests (DRAFT)

Authority: N1-129-06- 9	Existing Authority(ies): 29 CFR 1960.69(OSHA); N1-129-01-10	Approved:
Major Sub. BOP/FIELD/REG	Physical Medium: Electronic & Paper	Dated:
Minor Sub: SAFETY	Location: INST, REG	
Item Name:		

The Safety Department administers simple respiratory-related test given to prospective members of the Disturbance Control Team (DCT). These tests are used to determine if staff's physical condition meets certain standards needed for DCT participation. Not all staff participates in DCT and the test results are not part of the staff member's medical record or personnel folder. The agency use for these tests is limited to a period of a year, as the test may be re-issued or staff may transfer out of DCT or out to another institution.

1. STAFF RESPIRATORY FITNESS TEST

Respiratory-related and other test and documentation required for staff's participation in a Disturbance Control Team (DCT).

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 1 year after cutoff.

2. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS FOR THE ABOVE ITEMS.

Disposition: Temporary. Destroy/delete within 180 days after the record-keeping copy has been produced. Longer retention is authorized.