

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
REGIONAL OFFICES

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
N1-129-07-5

DATE RECEIVED
3/26/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8/16/07

ARCHIVIST OF THE UNITED STATES
Allen 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
3/16/07

SIGNATURE OF AGENCY REPRESENTATIVE
Omar Herran

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 GRS OR SUPERSEDED JOB CITATION	10.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)		

SD 8/20/07 copies sent to Agency, NWMU, NR

Authority : N1-129-07-5	Existing Regulations: 5 U.S.C. § 552; 552a	Approved: Pending
Major Sub. Regional Office	Media: Neutral	Dated:
Minor Sub: OGC	System Location: Bureau-wide (Institutions/Region/Central Office)	
Item Name: Consolidated Legal Centers (CLC)		

An agency-wide reorganization of Legal Services from 2002-2004 resulted in Legal staff being reassigned and the formation of Consolidated Legal Services, commonly referred to as CLC staff. In some situations staff were located to offices outside of Bureau of Prisons facilities. CLC staff provide legal support to several institutions within their respective geographical areas. They maintain legal records for those institutions, such as Freedom of Information and Privacy Act related documents, subpoenas, tort claims, Drug Abuse Program reviews criminal prosecution working files, incoming and outgoing correspondence, reports and productivity files, administrative remedies working files, and various other records.

1. **Criminal Files** - In certain jurisdictions, the Bureau of Prisons Attorney Advisor is designated to be a Special Assistant United States Attorney. In such cases, he or she might be called upon to assist with the prosecution of an inmate and assist in collecting documents pertaining to a criminal case. The original file is forwarded to the United States Attorney's Office and the working file(s), which might consist of one-two boxes per year, is maintained by Bureau of Prisons staff. These files include witness statements, chain of custody documentation, and other documentation pertaining to crimes committed by an inmate while in Federal custody.

Disposition: Temporary. Destroy when 3 years old or 2 years after sentence completion, whichever is later.

2. **Case and Productivity Tracking Tool** - electronic files used to track the process of responding to a variety of legal inquiries (case assignments, response tracking, case counts, and pending status, among others). Information is stored electronically using word processing, spreadsheet files, and standalone databases.

Disposition: Temporary.

Input Paper or digital files. Destroy/delete upon verification of scanned image(s) to PDF.

Output Printout or electronic copies of tracking reports. Destroy/delete when no longer needed for reference.

Data PDF images of original paper or word processing files. Delete 3 years after closure of the tracked event or when no longer needed for reference purposes, whichever is later.

SOP Standard Operating Procedure Notes (describes scanning, validation, and electronic filing procedures). Destroy when superseded.