

16

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
NI-129-07-10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
6/27/07

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Withdrawn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
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 GRS OR SUPERSEDED JOB CITATION	10.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)		

SA 7/2/07

Authority:	Existing Regulations:	Approved:
Major Sub. Regional Office	Physical Media: Paper	Dated:
Minor Sub:	System Location: N/A	
Item Name: Regional Employee Services Administrator		

1. **Abolished Position Description Files** - includes Position Description documentation, SF-52s, maintained to provide a historical view as to how, where, and why the position was established. Files are organized by institution. This collection may be maintained in paper or electronic PDF/word processing format.

Withdrawn

Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 5 years after cutoff or when no longer needed for reference purposes, whichever is later.