

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
CENTRAL OFFICE

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-129-07-15

DATE RECEIVED
8/21/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8/19/07

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 <i>8/23/07</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

re 1/8/07 copies sent to agency, DWMWA, & NR

Authority: N1-129-07-	Existing Authority(ies): N1-129-00-31	Approved:
Major Sub. BOP/CO/ADM	Physical Medium: Neutral	Dated:
Minor Sub: Budget Execution	Location: Central Office	
Item Name:		

Federal Bureau of Prisons: Record Group 129

**CENTRAL OFFICE - ADMINISTRATION DIVISION
BUDGET EXECUTION BRANCH**

The purpose of this schedule is to submit a modification on the present schedule N1-129-00-31, specifically for items 3 and 4 (temporary records). In a recent review of this program office and its current business practices, it was determined by the Branch Administrator and the Deputy Assistant Director that the office no longer requires these files for the indicated retention time frame. Specific to item 1 of this proposed schedule, its corresponding item (00-31, item 3), referenced the SF-52 instrument. It has been a long-term business practice to employ the SF 52, not as a personnel form as intended by OPM, but to record position counts, movements, and allocations throughout the agency. The branch is currently in the process of replacing this activity by the creation of a separate form instrument to account and control the position allocation inventory.

The Budget Execution Branch is responsible for planning and controlling the budget process beginning with the enactment of the appropriations and through the obligation and expenditure of resources. It tracks positions and their funding, provides guidance for all levels of budget application, maintains policy in keeping with external requirements, and ensures accurate financial reporting to outside agencies.

1. Positions Inventory Files

Budget Execution maintains the official collection of position allocation documentation for the agency. This collection provides historical analysis and trends of when, where, and for what location bureau positions are created. Budget Execution refers to these files frequently to answer bureau management inquiries on existing positions at the regions, institutions, training center, CCM offices, and central office sites.

Disposition: *Temporary. Cut off at the end of the fiscal year. Destroy when 7 years old or when no longer needed for reference, whichever is later.*

2. Inmate Daily Per-Capita Report Files

Reports issued to the Department of Justice and to Congress identifying the inmate daily per-capita operating costs. These reports are annual snapshots derived for each institution by dividing combined obligations by the number of inmates in the system at the end of the fiscal year. The 25-30 page reports are maintained in a binder in the Deputy Chief's office. Supporting documentation is maintained separately.

Reports and documentation used to compile the reports.

Disposition: *Temporary. Cut off at the end of the fiscal year. Destroy when 7 years old or when no longer needed for reference, whichever is later.*

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12/18/07



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: November 7, 2007
Appraiser: Gregory P. Harrod, Sr., NWML
Agency: Bureau of Prisons
Subject: N1-129-07-15

INTRODUCTION

Schedule Overview
Budget Execution Branch Records

Overall Recommendation
I recommend approval of the attached schedule.

APPRAISAL

Item 1: Position Inventory Files

*Files pertaining to the position allocation documentation providing the historical analysis and justification for position creation

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * This schedule modifies N1-129-00-31, items 3 and 4, to reduce both of their retention periods from 35 and 30 years, respectively, to 7 years each. Item 3 of N1-129-00-31 (1 of this proposed schedule) deletes the specific reference to the SF 52 in the series title to enable use of past or future developed instruments to fulfill this business requirement.
- * Agency modified its business practices for the SF-52 to revert to using it as a personnel form for which it was created and has a shorter retention period as opposed to using it as a position allocation inventory instrument having a longer retention.
- * Agency intends to develop a new form to provide for the position allocation inventory.

Adequacy of Proposed Retention Period(s):
* Appropriate

Media Neutrality: Requested and approved.

Item 2: Inmate Daily Per-Capita Report Files

* Annual end of the fiscal year snapshot reports and supporting documentation by institution detailing the inmate daily per capita operating expenses submitted to the Department of Justice and to Congress.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- * Agency review of its business practices determined that longer retention no longer met the agency research and business needs.
- * The desired retention more closely aligns the retention period with the generally accepted financial audit timeframe.

Adequacy of Proposed Retention Period(s):

- * Appropriate

Media Neutrality: Requested and approved.



Gregory P. Harrod, Sr.
Appraiser