

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <u>N1-129-10-1</u>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		Date Received <u>6/1/10</u>	
2 MAJOR SUB DIVISION FIELD, FEDERAL CORRECTIONAL FACILITIES		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION SIS FILES		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE 202-514-4563	DATE <u>8/5/11</u>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
<p>6 AGENCY CERTIFICATION</p> <p>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 <u>2</u> page(s) are not needed now 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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
DATE 05/19/2010	SIGNATURE OF AGENCY REPRESENTATIVE <u>Omar Herran</u>		TITLE INFORMATION MANAGEMENT OFFICER
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>SEE ATTACHED - MEDIA NEUTRAL SCHEDULE</p> <p>As with NARA business process and general policy, all new SF-115 are assumed Media Neutral unless otherwise specified. Hence, this Authority applies and covers Media Neutral record holdings</p> <p>NOTE These are currently covered by Authority N1-129-00-02 Current NARA interpretation requires a new SF 115</p>		

Federal Bureau of Prisons: Record Group 129

Federal Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)

SPECIAL INVESTIGATIVE SUPERVISOR PROGRAM

The Special Investigative Supervisor (SIS) investigates any alleged criminal activity, by either staff or inmates, and gathers intelligence on inmates deemed, from their history and/or membership in specified groups, to be particular threats.

1. "HOT" FILES

Documentation on inmates requiring close observation, due to a history of rape, history of assaulting officers, escape risk, martial arts or hacker skills, or membership in a Security Threat Group (STG; gangs, white supremacists, etc). Records are largely copies of material from the central file, including printouts, copies of photographs, and brief narratives. *withdrawn*

Cut off: *At the end of the calendar year in which the inmate dies or leaves the system*
Disposition: *Temporary Destroy 3 years after cut off*

2. POSTED PICTURE FILES

Quick reference version of the hot file; includes a copy of a photograph and highlights of the information. Copies may also be maintained in the Lieutenant's office. *withdrawn*

Disposition: *Temporary Destroy 2 months after inmate is transferred out of the institution*

3. STAFF CONTACT FILES

Memoranda documenting any incidental staff contact with a released inmate. *withdrawn*

Cut off: *Annually (calendar year) Transfer to FRC authorized (in 3-year blocks)*
Disposition: *Temporary Destroy when 10 years old*

4. ELECTRONIC MAIL AND WORD PROCESSING RECORDS *withdrawn*

Disposition: *Temporary Delete after the recordkeeping copy has been produced*