

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-129-94-1</i>	DATE RECEIVED <i>7-14-94</i>
1 FROM (Agency or establishment) Federal Bureau of Prisons		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Information, Policy, and Public Affairs Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Archives			
4 NAME OF PERSON WITH WHOM TO CONFER John W. Roberts Chief, Office of Archives	5 TELEPHONE (202) 307-2934	DATE <i>12-4-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <i>7/7/94</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John W. Roberts</i>	TITLE John W. Roberts Chief, Office of Archives
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>RG 129, Records of the Federal Bureau of Prisons</u> <u>CORRECTIONAL SERVICES RECORDS MAINTAINED BY</u> <u>INDIVIDUAL INSTITUTIONS</u></p> <p>Logs, rosters, inventories, and forms maintained at individual Federal Bureau of Prisons facilities by Captain's offices and Unit Manager's offices.</p> <ol style="list-style-type: none"> 1. Daily and Quarterly Staff Rosters. NON-PERMANENT. Cut off annually. Destroy when 10 years old. 2. Inmate Urine Lab Reports--Negative. <i>noting</i> NON-PERMANENT. Destroy after noting <i>noting</i> result in Urine Lab Report Log. 3. Inmate Urine Lab Report Log. NON-PERMANENT. Destroy 1 year after final entry. 4. Notification to Visitor (Form BP s224.022) [copy of form is attached] NON-PERMANENT. Destroy when 1 year old. 		

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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)
5.	Administrative Detention Order (Form BP s308-052) [copy of form is attached] NON-RECORD (record copy is maintained in inmate central file). Destroy when 90 days old.		
6.	Incident Reports--Research Copy (Form BP s288.052) [copy of form is attached] NON-RECORD (record copy is maintained in inmate central file). Destroy when 1 year old.		
7.	Discipline Hearing Officer Report--Research Copy (Form BP s304.052) [copy of form is attached] NON-RECORD (record copy maintained in inmate central file). Destroy when 1 year old.		
8.	Bus Trip Log NON-PERMANENT. Destroy 2 years after final entry.		
9.	Inmate Personal Property Record (Form BP 383) [copy of form is attached] NON-RECORD (record copy is maintained in inmate central file). Destroy when 3 years old.		
10.	Tort Claim Response. NON-RECORD (record copy maintained by General Counsel's Office, and is scheduled under N1-129-88-1). Cut off annually, destroy after 10 years.		
11.	Record of Missing or Lost Credentials or Badges. NON-PERMANENT. Destroy when no longer needed.		
12.	Marshal's Receipt--Lieutenant's copy (Form BP s378.058) [copy of form is attached] NON-PERMANENT. Destroy after 30 days.		
13.	Inmate Detail Census Checks. NON-PERMANENT. Destroy when 1 year old.		
14.	Monthly Lockdown Accountability NON-PERMANENT. Destroy when 1 year old.		

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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)
15.	Outside Contractor's Inventories. NON-PERMANENT. Destroy 30 days after project completion.		
16.	Rear Gate Detail Log. NON-PERMANENT. Destroy 1 year after final entry.		
17.	Rear Gate Vehicle Log. NON-PERMANENT. Destroy 1 year after final entry.		
18.	Restricted Key Issue Form. NON-PERMANENT. Destroy when 30 days old.		
19.	Official Visitors Forms. NON-PERMANENT. Destroy when 1 year old.		
20.	Alcohol Testing Log. NON-PERMANENT. Destroy 6 months after final entry.		
21.	Kitchen Knife Report. NON-PERMANENT. Destroy when 30 days old.		
22.	Lost or Missing Tool Report (Form BP 220) [copy of form is attached] NON-PERMANENT. Destroy when 2 years old.		
23.	Fire, Safety, and Sanitation Inspection Reports. (File BP s506.016) [copy of file is attached] NON-PERMANENT. Cut off annually. Destroy after 10 years. Destroy when 90 days old.		
24.	Front Entrance Visitors' Logs. NON-PERMANENT. Cut off annually. Destroy after 10 years.		
25.	Daily Key and Equipment Inventories. NON-PERMANENT. Destroy when 30 days old.		
26.	Escort Instructions. NON-PERMANENT. Destroy when 1 year old.		
27.	Shakedown Logs. NON-PERMANENT. Destroy 5 years after final entry.		

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28.	Program Reviews/Audit Responses. NON-RECORD. (Record copies maintained in Central Office, and are scheduled under GRS-22). Destroy when 3 years old.		
29.	Emergency Plan Signature Sheet. NON-PERMANENT. Destroy when 2 years old.		
30.	Special Housing Unit Sign-In Log. NON-PERMANENT. Destroy 10 years after final entry.		
31.	Bus Trip Reports. NON-PERMANENT. Destroy when 2 years old.		
32.	Monthly Weapons and Chemical Agents Inspections. NON-PERMANENT. Destroy when 3 years old.		
33.	Quarterly Emergency Equipment Testing, Inventory, and Inspection. NON-PERMANENT. Destroy when 3 years old.		
34.	Preventive Maintenance Log. NON-PERMANENT. Destroy 5 years after final entry.		
35.	Monthly Fence Checks. NON-PERMANENT. Destroy when 2 years old.		
36.	Emergency Equipment Location Inventories. NON-PERMANENT. Destroy when 3 years old.		
37.	Equipment Sign-Out Form. NON-PERMANENT. Destroy when 3 years old.		