

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-129-97-3	DATE RECEIVED 10-29-96
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION FEDERAL CORRECTIONAL FACILITIES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (SEE ATTACHED)		DATE 2-1-01	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE (202) 514 - 2254		

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 7/13/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

Federal Bureau of Prisons: Record Group 129

Central Office – Correctional Programs Division

SPECIAL INVESTIGATIVE SERVICES PROGRAM – Correctional Services Branch

1. S.I.S. CRIMINAL INVESTIGATIVE FILES – CATEGORY 100 PROHIBITED ACT

These files relate to the most serious crimes (greatest category) that can occur at a Bureau Of Prisons facility, such as murder, rioting, escapes, and hostage taking. Files consist of Incident reports, medical reports, photographs, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review).

Maintained at each facility and arranged by incident category and thereunder chronologically. Accumulation: approx 1-2 cu. ft. per year.

Disposition: *Permanent Cut off files at the end of the calendar year. Retire to the Federal Records Center 5 years after cut off. Transfer to NARA 10 years after cut off.*

2. S.I.S. CRIMINAL INVESTIGATION – CATEGORY 200 PROHIBITED ACTS

These files relate to the less severe, but still serious crimes (high category) that can occur at a Bureau of Prisons facility. Files consist of incident reports, medical reports, photographs, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review). Note: The Bureau of Prisons will bring any historically significant case files to NARA's attention for appraisal on a case-by-case basis.

Maintained at each facility and arranged by incident category and thereunder chronologically. Accumulation: approx. 1-2 cu. ft per year.

Disposition: *Temporary Cut off files at the end of the calendar year. Destroy when 5 years old or when no longer needed for legal evidence or investigative purposes, whichever is later.*

3. S.I.S. CRIMINAL INVESTIGATION FILES – CATEGORY 300 AND 400 PROHIBITED ACTS

These files relate to low moderate crimes that can occur at a Bureau of Prisons facility. Files consist of incident reports, medical reports, photographs, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review). Note The Bureau of Prisons will bring any historically significant case files to NARA's attention for appraisal on a case – by –case basis.

Disposition: *Temporary Cut off files at the end of the calendar year Destroy when 5 years old or when no longer needed for legal evidence or investigative purposes whichever is later*

4. VIDEOTAPES

Videotapes created in “use of force” and other situations to document the actions of corrections officers dealing with inmates.

Disposition: *Temporary Destroy when 2 years old or when no longer needed for legal evidence or investigative purposes, whichever is later*

5. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS FOR ITEMS 1-3 OF THE CORRECTIONAL SERVICES BRANCH SCHEDULE.

Disposition: *Temporary Delete after the record keeping copy has been produced*