

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 N1-129-99-2	
1. FROM (Agency or establishment) Federal Bureau of Prisons		DATE RECEIVED 2-19-99	
2. MAJOR SUBDIVISION Correctional Programs Division		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 TELEPHONE (202) 514-2254	DATE 11-29-99	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 2-19-99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE <i>Information Mgmt. Officer</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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 <i>Withdrawn 11/29/99</i>		

**BUREAU OF PRISONS - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE ASSISTANT DIRECTOR'S OFFICE
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

- 1 **DIVISION REFERENCE FILE**
Volume 11 cubic feet (est) Dates 1996- (est)
Correspondence, memoranda and reports documenting division activities and providing corrections-related information Topics include budget estimates, draft policy reviews, internet access and information and presidential pardons
Disposition *Temporary. Destroy when 5 years old.*

- 2 **EXECUTIVE ASSISTANT'S REFERENCE FILE**
Volume 15 cubic feet (est) Dates 1996- (est)
Files maintained on division and branch meetings, OMB submissions, executive staff activities, training and other activities
Disposition *Temporary. Destroy when 3 years old.*

- 3 **COVERT ACTION FILES**
Volume 7 cubic feet (est) Dates 1992-
The series is maintained by the Executive Assistant It is composed of requests from the Department of Justice (DOJ) or FBI to wire an inmate for participation in covert operation The file consists of the faxed requests and her handwritten notes, the official documentation is maintained at DOJ
Disposition *Temporary. Destroy when 30 years old or no longer needed for reference or administrative purposes, whichever is sooner.*

- 4 **TELEPHONE INQUIRIES**
Volume 2 cubic feet (est) Dates 1992-
Also maintained by the Executive Assistant, this is an autograph log of questions regarding particular inmates, many of which are of a sensitive nature
Disposition *Temporary. Destroy when 30 years old.*

- 5 **ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS**
Disposition *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

NOTE Items 3 and 4 have been retired to WNRC under one of the inmate case file schedules, NC1-129-77-11, which the division has also used for retirement of WITSEC (Witness Security) case files The practice offers the protection these files require, but will need to be revised, as both series should have their own disposition authorities, to differentiate them from the case files and to follow procedures acceptable to the Center

The Division keeps only a very limited chronological file, as responses which the branches originate are kept at that level Other documentation maintained in this office is confined to

BOP-Correctional Programs Division
Records of the Assistant Director's Office

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working files such as reference copies of Executive Staff papers, information memoranda, and strategic plans

This division's operations are being significantly affected by the Bureau's takeover of Lorton Reformatory. A new branch, DC Transition, is currently being established to coordinate activities, but the branch chief is not yet (2/98) on staff. Records created therein will obviously need to be covered by future scheduling work. Conversely, several branches now have files in their custody which will follow inmates to their new locale. These have been described in the schedules, but will most likely have been dispersed by the time that NARA begins its examination.

**BUREAU OF PRISONS - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE SPECIAL NEEDS OFFENDER COORDINATOR
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

This position was created to serve as a point person and internal consultant in meeting the needs of inmates who are mentally ill, mentally retarded, physically disabled, aged, or chronically or terminally ill. The particular concerns of women (staff as well as inmates) are also included in the coordinator's mandate. Much of her work is handled via telephone, written products are usually incorporated in the reports, memoranda, etc., produced by other offices.

6 REFERENCE FILES

Volume 12-15 cubic feet (est)

Dates 1990- (est)

Correspondence, memoranda, briefing material for the various categories of special needs offenders (SNOs), agendas and meeting notes from various working groups, and other documentation

Disposition *Temporary. Destroy when 5 years old or no longer needed for reference, whichever is sooner*

7 TRAINING FILES

Volume 1-2 cubic feet (est)

Dates 1997-

Lesson plans on salient topics such as sexual abuse and assault prevention and intervention, along with drafts and background material. All approved course material is issued by the Training Center in Aurora, CO

Disposition *Temporary. Destroy when no longer needed for reference. (Decision predicated on assumption that the training center retains a complete set of the files.)*

8 ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE CORRECTIONAL PROGRAMS BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The branch is divided into three sections: correspondence, policy development and training, and inmate monitoring

Correspondence

9 CONGRESSIONAL CORRESPONDENCE

Volume 8-9 cubic feet (est)

Dates 1996-

The branch's copies of correspondence referred to them by the Executive Secretariat

Disposition *Temporary. Destroy when 2 years old. [NOTE: this is current practice.]*

10 PRISONER MAILBOX (PMB) CORRESPONDENCE

Volume 7 cubic feet (est)

Dates 1996-

Correspondence and other documentation on inmate-related issues. Examples include a request from a former Senator for a furlough that would allow a convicted drug trafficker to attend a conference. The file contains copies of SENTRY data and documents from the court case and the inmate's official case file, the most voluminous of which is a copy of the presentence report. The series also includes correspondence files with embassies, consulates, and so forth on the status of inmates who are citizens of that country.

Disposition *Temporary. Destroy when 5 years old. [NOTE: Current retention practice for this series is also 2 years. As the correspondence is not duplicated in Executive Secretariat records, and the incoming letter is not necessarily duplicated in the inmate's official file, the branch should consider whether a longer retention for this series is justified.]*

11 VICTIM WITNESS FILES

Volume 35-40 cubic feet (est)

Dates 1988- (bulk 1993-)

This program was established by the Victim and Witness Protection Act of 1982, which provided for notification of individuals who had been victims or witnesses of a federal crime of any change in the status of the perpetrator. Documentation includes notification of the unit, inmate data, correspondence from the US Attorney, and copies of the warden's letters to the individuals. Difference in file size is due to the number of individuals to be notified.

Disposition *Temporary. Destroy 30 years after expiration of sentence.*

Policy Development and Training

12 DC INMATE FILES

Volume 3 cubic feet (est)

Dates 1994- (est)

Prior to the present assumption of responsibility for all DC inmates, the Bureau occasionally took over problem prisoners from the District of Columbia Department of Corrections (DCDC). The files include a mixture of DCDC documentation and data from SENTRY.

Disposition *Temporary. See NCI-129-77-11. (Given the changed circumstances, these records will most likely have accompanied the inmates to their new locations.)*

BOP-Correctional Programs Division
Records of the Correctional Programs Branch

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13 **MILITARY CASE FILES**

Volume 2-3 cubic feet (est)

Dates 1990- (est)

BOP occasionally takes custody of incarcerated military personnel whose particular circumstances (lengthy sentence, mental illness, etc) can be better addressed in the Bureau's environs Documentation includes the procedural correspondence and memoranda and copies of the services' case files

Disposition *Temporary Destroy 30 years after expiration of sentence.*

14 **OPERATIONS MEMORANDA HISTORY FILE**

Volume 3-4 cubic feet (est)

Dates 1990- (est)

Expired OMs maintained for reference

Disposition *Temporary. Destroy when no longer needed for reference*

15 **OPERATIONS MEMORANDA REFERENCE FILE**

Volume 2 cubic feet (est)

Dates 1990- (est)

File of both current and expired OMs, with background documentation

Disposition *Temporary. Destroy when no longer needed for reference.*

16 **PROGRAM STATEMENT HISTORY FILE**

Volume 3-4 cubic feet (est)

Dates 1985- (est)

Superseded PSs maintained for reference

Disposition *Temporary. Destroy when no longer needed for reference.*

17 **PROGRAM STATEMENT WORKING FILE**

Volume 3-4 cubic feet (est)

Dates 1992- (est)

Background files for Program Statements currently being revised

Disposition *Temporary. Destroy when no longer needed for reference.*

18 **REFERENCE FILES**

Volume 3-4 cubic feet (est)

Dates 1992- (est)

Background files and training material on topics such as computation of sentences for DC inmates, use of the Key Indicators system, FOIA, and COIF (cost-of-incarceration fees)

Disposition *Temporary. Destroy when no longer needed for reference*

19 **STATE PLACEMENT FILES**

Volume 2 cubic feet (est)

Dates 1993- (est)

BOP occasionally exchanges prisoners with State correctional systems, as a way of housing inmates who for whatever reason (cooperation with authorities, involvement in disturbances) cannot be housed with the general population Documentation includes correspondence and memoranda among BOP, US Attorneys, and State officials, copies of court documents, material from the State correctional systems, and printouts from SENTRY Much of the documentation is duplicated in the inmate's official case file

Disposition *Temporary. Destroy 30 years after expiration of sentence.*

Inmate Monitoring

The section's responsibilities involve handling their portion of the WITSEC (Witness Security) program. The overall coordinator is the Office of Enforcement Operations in the Criminal Division of DOJ, BOP is responsible for protective custody for these individuals during the period of incarceration. The post-release program (relocation, new identity, etc.) is operated by the US Marshals.

20 WITSEC CASE FILES

Volume 100 cubic feet (est) active, 24 c f were retired to WNRC during 1997

Disposition *Temporary. Destroy 30 years after expiration of sentence. [Currently retired to WNRC under NCI-129-77-11: The retention period and disposition are justified; the series should have its own disposition authority, to differentiate the records from standard case files.]*

In addition, I also discussed the responsibilities of the embryonic DC Transition Branch with one of the section chiefs, who is currently acting as branch chief until that individual is formally on board in March of 1998. Its tasks as presently envisioned are to review and classify Lorton inmates for future transfer, compute the inmates' sentences, coordinate and monitor movement of inmates to new locations, answer correspondence from other agencies and Congress regarding the transition, and serve as general liaison between BOP and the affected DC agencies. Staff members may also train DC staff. The branch is seen as a temporary entity, as the takeover and transfer are to be complete by 2001.

21 ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE INMATE SYSTEMS BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

22 Chronological Files

Volume 4-5 cubic feet (est)

Dates 1988- (est)

Incoming correspondence, overwhelmingly from inmates, regarding issues such the status of personal property, complaints regarding treatment, requests for change of custody, certification of time served elsewhere, and so forth

Congressional and general correspondence are maintained separately, but the subject matter is identical, location of a document depends on whether an inmate wrote directly to the Bureau or to their representatives, who forwarded the letter

Disposition *Temporary. Destroy when 5 years old.*

23 Foreign Jail Credit Files

Volume 1-2 c f open, 5-7 closed (est)

Dates 1990-

Case files and a small amount of ancillary reference material created in the course of responding to an inmate's request for sentence credit for time held in foreign custody on US charges The branch verifies the incarceration, determines if it is applicable to the US sentence, and instructs the field Documentation includes the field request, sentence computation data from SENTRY, copies of court documents, copies of US Marshals' custody and detention reports, and correspondence and memoranda to/from BOP, DOJ and foreign officials

Disposition *Temporary. Destroy when 10 years old. NOTE: Files are currently sent to WNRC under NC1-129-77-11. This practice should eventually be corrected, as the series differs from official inmate case files*

24 General Reference Files

Volume 2-3 c f (est)

Dates 1985-

Printouts, reports, memoranda and other documentation on topics such as key indicators, FY goals, training and capacity planning

Disposition *Temporary. Destroy when 5 years old.*

25 Policy Working Files

Volume 5 c f (est)

Dates 1985- (est)

The branch's copy of the official files for Program Statements, including finals, drafts, comments, critiques and clearance forms Also included are guidelines on development, related background material, and a reference collection of superseded Operations Memoranda

Disposition *Temporary. Destroy when no longer needed for reference.*

**BOP-Correctional Programs Division
Records of the Inmate Systems Branch**

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26 Procedural Reference Files

Volume 2 c f (est)

Dates [1992-]

Background material on topics such as field support, executive correspondence, transfer of State inmates, military prisoners, extradition, and anti-drug legislation

Disposition *Temporary. Destroy superseded or obsolete material when no longer needed for reference*

27 DC Inmate Files

Volume 3-4 cubic feet (est)

Official case files for female inmates from the District of Columbia Department of Corrections (DCDC)

Disposition *The files will follow the individuals as they are transferred from Lorton to the various womens' facilities that BOP maintains.*

28 Electronic Version of Records Created by the Electronic Mail and Word Processing Applications

Disposition *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE RELIGIOUS SERVICES BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The function has existed in BOP since the 1940s, the branch's current responsibilities include policy development, response to any questions raised about religious issues, technical assistance to the Assistant Director and the regions, and managing the employment of new chaplains. Each facility now has at least one chaplain, the largest institutions have three

29 Advocacy Group Files

Volume 1-2 cubic feet (est)

Dates 1980- (scattered)

Correspondence with groups concerned with inmates' well being, addressing issues such as ensuring the availability of kosher food, allowance for prayer times, and so forth. Copies of group publications are also included.

Disposition *Temporary. Destroy when 10 years old or no longer needed for reference.*

30 Annual Reports

Volume less than 1 cubic foot

Dates 1996-

Compilation of statistics (hard copy only) provided by each institution. Information provided includes the numbers of religious groups, numbers of inmates participating in study groups and worship services per week, number of inmates observing religious diets, numbers of active volunteers, dates and number of participants in ceremonial meals, and annual expenditure of funds on different groups.

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 10 years old.*

31 Chronological Files

Volume 1-2 cubic feet (est)

Dates 1996-

The branch's copies of outgoing correspondence

Disposition *Temporary. Destroy when 5 years old.*

32 Institutional Files

Volume 6 cubic feet (est)

Dates 1979- (scattered)

Files maintained on each institution and regional office. Documentation includes copies of an institution's program review, statistics on volunteers, correspondence and memoranda on topics such as native American religious practices, personnel, audits and public relations.

Disposition *Temporary. Destroy when 10 years old or no longer needed for reference.*

33 Monthly Updates

Volume less than 1 cubic foot

Dates 1996-

Newsletter sent, in hard copy and via e-mail, to the institutions and regions, providing information such as personnel actions, prayer concerns, lists of resources for different faiths, background information on various festivals and other religious observances, and procedures to be followed in notifying families of the death of an inmate.

BOP-Correctional Programs Division
Records of the Religious Services Branch

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Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 10 years old.*

34 Reference Files

Volume 8 cubic feet (est)

Dates 1983- (bulk 1996-)

Correspondence, memoranda, reports, publications, agendas, copies of legislative material and other documentation on topics such as the Religious Freedom Restoration Act (RFRA), strategic planning, training, female offenders, personnel, recruiting and capital punishment

Disposition *Temporary. Destroy when 10 years old or when superseded or obsolete.*

35 Religious Tradition Files

Volume 5-6 cubic feet (est)

Dates 1973- (scatt)

Background material accumulated to respond to questions from the field regarding unfamiliar faiths Documentation includes clippings and other published material, and correspondence and memoranda concerning issues such as participation in the Million Man March and the recognition of competing groups With the exception of Judaism (there are several files on Jewish practices), the traditions covered are largely non-mainstream native American religion, various permutations of Islam, and Christian sects such as the Holy Order of Mans and the Branch Davidians

Disposition *Temporary. Destroy when 10 years old or when superseded or obsolete.*

36 Training Files

Volume 3-4 cubic feet (est)

Dates 1994- (est)

Overview and introductory programs developed for new chaplains

Disposition *Temporary. Destroy when superseded or obsolete. (According to a staff member, the training center maintains a set of these files.)*

37 Volunteer Organization Files

Volume 1 cubic foot (est)

Dates 1977- (scattered)

Background and reference material accumulated on the various groups working with inmates Documentation includes correspondence, memoranda, clippings and publications

Disposition *Temporary. Destroy when 10 years old or when superseded or obsolete.*

38 Electronic Version of Records Created by the Electronic Mail and Word Processing Applications

Disposition *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE PSYCHOLOGY SERVICES BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The first central office chief psychologist was named in 1969, the function had been under the medical division prior to that time. The branch's records are separate from those of Health Services. In addition to counseling and treatment services, the branch also handles the Employee Assistance Program (EAP), and some aspects of training for psychology staff.

39 Annual Reports

Volume 1-2 cubic feet (est)

Dates see below

The branch submits yearly overviews, numeric or narrative, of several of its assigned tasks to the Director and Assistant Director.

a Forensic 1994- These are court-ordered evaluations of prisoners, usually to establish their fitness to stand trial. The actual report becomes a part of the individual's court file. The branch's documentation is numeric only: the number of evaluations performed per institution per month, plus totals.

Disposition *Temporary. Destroy when no longer needed for reference.*

b EAP 1989- (est) Reports on number of EAP contacts, similar in format to the forensic reports.

Disposition *Temporary. Destroy when no longer needed for reference.*

c Suicide 1989- Narrative reports providing a summary, listing of events, and statistics such as gender, race, age, numbers of methods, successful attempts, and so forth.

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

40 Controlled Correspondence

Volume 1 cubic foot (est)

Dates 1995-

Bulk of file is congressional correspondence, but referrals from the White House and other high-level officials are also included. Topics include inmate suicide, sexual abuse and employee complaints.

Disposition *Temporary. Destroy when 3 years old.*

41 Drug Abuse Treatment Certification Files

Volume 11-12 cubic feet (est)

Dates 1996-

Successful completion of a drug treatment program may qualify an inmate for early release. The branch reviews the requests for releases and provides the institution with its decision. Documentation consists of the final release review (a screen from SENTRY) and a copy of the branch's e-mail response to the field.

Disposition *Temporary. Cut off annually. Destroy when 10 years old. (Information is also incorporated in the inmate's official case file.)*

BOP-Correctional Programs Division
Records of the Special Needs Offender Coordinator

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42 **Suicide Reconstruction Files**

Volume 1 cubic foot (est)

Dates 1990-

Reports, analogous to after-action reviews, on successful suicide attempts. Standard format is background information, health and personality description, antecedent circumstances, description of the act, conclusion and list of documents examined.

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

43 **Training Files**

Volume 1-2 cubic feet (est)

Dates 1993-

a Administrative Requests for training, approvals, lists of attendees and related documentation

Disposition *Temporary. Destroy when 5 years old. GRS 1/29a.(1).*

b Sponsored Agendas, outlines, instructor cv's, rosters and announcements. Examples of topics include Critical Incident Responding, Psychopathology for Drug Abuse Treatment Specialists, and Update on Drugs of Abuse. Programs are often conducted in conjunction with professional organizations such as the American Psychological Association.

Disposition *Temporary. Destroy when no longer needed for reference. (Record set maintained at training center.)*

44 **Electronic Version of Records Created by the Electronic Mail and Word Processing Applications**

Disposition *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - CORRECTIONAL PROGRAMS DIVISION
RECORDS OF THE CORRECTIONAL SERVICES BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The branch develops and implements programs related to issues of inmate and institution security, such as identification and tracking of particularly dangerous inmates, and prevention of and response to violent disturbances

45 WEAPONS DISCHARGE INCIDENT REPORTS

Volume 1-2 cubic feet

Dates 1996-

Reports of mandatory investigations conducted after any weapons discharge (intentional, accidental) at a Bureau facility. Documentation includes copies of medical forms, SENTRY data, e-mail memoranda, event chronology, and memoranda to the Assistant Director and Regional Director noting the incident, naming review committee members and giving their conclusions. Copies of student evaluations, photos, log books and inventories may also be included. The assistant branch chief maintains the records, which are kept in a secure cabinet, given the sensitive nature of the information.

Disposition *Temporary. Destroy when 20 years old.*

The assistant branch chief also supervises the unit responsible for building security. I discussed that operation with the individual in charge, all records appear to be covered by GRS 18

Records of the Discipline Hearing Administrator (DHA)

Responsibilities of this position include coordination and oversight of inmate discipline, development of training in this area, monitoring of urine surveillance, consultation on laboratory contracts, laboratory inspections and serving as point person for field questions in this area

46 FIELD REPORTS

Volume 1-2 cubic feet

Dates 1993-94

Data on [discipline incidents and surveillance tests] submitted by the regions. Documentation is largely copies of printouts from SENTRY.

Disposition *Temporary. Destroy when 5 years old.*

47 REFERENCE FILE

Volume 9 cubic feet (est)

Dates 1994-

Background material for PSs, superseded examinations and other training material, files on laboratories, including correspondence, memoranda and vendor publications, copies of draft and final legislation, conference material, and other documentation accumulated for reference.

Disposition *Temporary. Destroy when 5 years old or no longer needed for reference, whichever is sooner.*

48 TRAINING FILES

Volume 2 cubic feet (est)

Dates 1994- (est)

DHA responsibilities also include preparation of training courses and examinations for new lieutenants and regional DHAs. Documentation includes syllabi, overheads, handouts,

lesson plans, agendas, tests and answer keys, and working copies of manuals he has written. Some of the material, such as lesson plans and monthly examinations for field offices, is maintained in electronic format only. NOTE: The training center in Aurora, CO, has a complete set of this material.

Disposition *Temporary. Destroy when no longer needed for reference.*

The Central Office (CO) Correctional Services Branch formerly handled all aspects of inmate transportation, but this function has been delegated to the regions as of 1 October 1997. Remaining records include a computerized list of vehicles (GRS 10/4?), trip logs in both hard copy and electronic format (GRS 10/2a?), and background files on vehicle purchase, arrangements with the Marshals' Service and other agencies, and related activities (GRS10/1?). NOTE: Records of individuals' movement among BOP facilities are also included in the inmate's official case files.

Records of the Chief of Security

49 KEY SCHEDULE FILES

Volume 2 c f (est)

Dates 1994-

Lists of hardware and keys currently in use at each institution, with accompanying facilitative correspondence.

Disposition *Temporary. Destroy when superseded or obsolete.*

50 SUBJECT FILES

Volume 3 c f active, 2 c f inactive

Dates 1994- active, ca 1980-93 inactive

Copies of weapons contracts, lists of compromised keys, vendor material, and routine administrative documentation.

Disposition *Temporary. Destroy when superseded or obsolete.*

51 CORRECTIONAL SERVICES ROSTER PROGRAM (ROSTER)

Volume ?

Dates ?

Electronic system tracking staff post, shift and scheduling, and consolidated information to produce accurate daily and quarterly rosters.

Disposition *Temporary. See General Records Schedule (GRS) 18, item 19.*

52 SECURITY OFFICER'S SYSTEM (LOCKSH)

Volume ?

Dates ?

Electronic system containing data on tools, weapons, chemicals and subsystems on keys, locks armories, gas saturation (?), and preventive maintenance for each institution.

Disposition *Temporary. Delete data when 3 years old or when superseded or obsolete, whichever is later.*

53 TOOL CONTROL SYSTEM (TOOL)

Volume ?

Dates ?

Electronic system tracking all tools, including lost items, for all institutions

Disposition *Temporary. Delete data when 3 years old or when superseded or obsolete, whichever is later.*

Records of the Emergency Preparedness Section

Staff of this unit coordinate planning for and responses to all significant disruptions, including natural disasters, fires, riots, and so forth, for all institutions. They maintain copies of each institution's contingency plans on compact disk, the regional offices and institutions maintain controlled hard copy. The disks are destroyed annually. They also conduct and/or contract for training, and handle after-action reports. None of the information created is entered into SENTRY. The section's electronic documentation consists of an inventory listing for crisis response (EPLS, developed by the Office of Information Systems, to be submitted separately), plus communication (e-mail) and word processing.

54 AFTER-ACTION REVIEWS

Volume 3 cubic feet (est)

Dates 1992-

Mandatory reviews of all incidents other than weapons discharges, escapes, suicides, homicides, disturbances and so forth. Current format is an introduction, executive summary, chronology, analysis of events, description of other pertinent factors, conclusions, recommendations, and attachments. The last may include inmate information, a list of the documents reviewed, and a cost/impact statement.

a Unclassified editions **Disposition** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

b Classified editions **Disposition** *Temporary. Destroy when no longer needed for reference.*

[NOTE. Only the unclassified versions were examined, but feel these records should be adequate for historical and research purposes. Excluded information consists of names and other personal identifiers.]

Records of the Intelligence Section

Staff of this unit track all inmates who are considered to be particular threats and/or are members of groups with a history of violence and disruption (Aryan Brotherhood, various mafia organizations, etc.) They also compile and produce a number of publications.

55 DISRUPTIVE GROUP FILES

Volume 16 c f (est)

Dates 1985- (est)

Documentation created to "validate," in agency parlance, an individual's membership in one of the groups considered particularly threatening. In addition to data from AIMS, the record would also contain information from the inmate's official case file, such as the presentence report, photographs, FBI rap sheet, and lists of approved visitors and telephone numbers
Disposition *Temporary. Destroy 30 years after expiration of sentence (coordinated with NC1-129-77-11)*

56 INCIDENT REPORTS

Volume 50 c f (est) Dates 1985- (est)
Copies of Form 583, used to report any disturbance, from shoving to full-scale riot. The data are maintained in SENTRY
Disposition *Temporary. Destroy when 20 years old.*

57 INTELLIGENCE INCIDENT CASE FILES

Volume 70-80 c f (est) Dates 1985- (est)
Case files created on incidents related to the unit's responsibilities. Documentation includes reporting from both SENTRY and AIMS, autograph notes, action logs and event summaries
Disposition *Temporary. Destroy when 20 years old.*

58 PUBLICATIONS

Volume 7 c f (est) Dates 1992- (est)
One-time and continuing documents covering the range of section activities. Examples include quarterly reports to Executive Staff, which provide statistics from AIMS and SENTRY, briefing guides on the various threat groups, a field guide to inmate telephone monitoring, and annual guides to gang and drug interdiction
Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

59 SECURITY THREAT FILES

Volume [?] Dates. 1989-93
Files on individuals considered to be a level below those covered in the Disruptive Group files. Records are largely copies of information from SENTRY and the inmate's official case file. This series is now maintained only at the institutions
Disposition *Temporary. Destroy when 20 years old.*

As a part of my review, I also spoke by telephone with the chief of the Sacramento Intelligence Unit (SIU), which is considered an extension of the CO branch. It was established in 1989. Current responsibilities include collection and verification of raw data, advising other offices within BOP, and providing onsite training throughout the agency and for other law enforcement organizations on topics such as disruptive groups and individuals, protective custody (i.e., WITSEC), crime scene processing, and handling of confidential informants

According to the chief, a master set of the training files is kept at the agency's training center in Aurora, Colorado. Their computer records would also be essentially duplicated in CO. However, the SIU has extensive paper documentation, dating back to the 1982 files of a predecessor office. These records should be examined during a later phase of the project.

60 **ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS**

Disposition *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating*