

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-129-99-3</i>	DATE RECEIVED <i>2-19-99</i>
1. FROM (Agency or establishment) <b>Federal Bureau of Prisons</b>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <b>Administration Division</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Omar Herran</b>	5. TELEPHONE <b>(202) 514-2254</b>	DATE <i>11-29-99</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

**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 12 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>2-19-99</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>SEE ATTACHED</b>  <i>Withdrawn 11/29/99</i>		

**BUREAU OF PRISONS - ADMINISTRATION DIVISION  
BUDGET DEVELOPMENT BRANCH  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

- 1 **Master Files**  
Volume 35 cubic feet (est) Dates ca [1980-]  
Official budget files of the agency, maintained in three-ring binders  
**Disposition** *PERMANENT. Transfer to NARA in 5 year blocks when most recent record is 30 years old.*
  
- 2 **Subject Files**  
Volume 21 c f (est) Dates 1987- (bulk 1991-)  
Correspondence, memoranda, hearing statements, talking points, newspaper and journal articles covering topics such as drug testing, hate crimes, privatization, institutions, and education  
**Disposition** *Temporary. Destroy when 10 years old.*
  
- 3 **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 - ADMINISTRATION DIVISION  
CAPACITY PLANNING BRANCH  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The branch was established as a separate entity in 1991, it is responsible for estimating population increases or decreases for all the Bureau's institutions. The raw data come from SENTRY, the branch ensures their accuracy and provides statistical input to the Office of Research and Evaluation and to the Director's Office, as needed. The information is also incorporated in official Program Statements on rates of capacity. Tracked data include gender and security level, critical occupancy level and special housing units, by region and thereunder by institution, including contract facilities.

**4 Capacity Files**

Volume 6 cubic feet (est)

Dates 1988-

Documentation includes change sheets for the SENTRY data base, form requests for data from the regional directors, and copies of the statistical summaries provided in response.

**Disposition** *Temporary. Destroy when 10 years old.*

**5 Planning [i.e., Subject] Files**

Volume 10 cubic feet (est)

Dates 1991-

Copies of Executive Staff papers on topics such as revised population projection requirements, and capacity planning for minimum security level institutions, for which the branch provided the data. Also included are reports on crowding, background information on long- and intermediate-term planning, quarterly statistical updates, and administrative documentation on matters such as budget and personnel.

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

**6 Surveys**

Volume 5.5 cubic feet (est)

Dates 1976-

Monthly printouts of statistical data by institution. Approximately half the file is daily printouts for 1997, which are destroyed at the end of the year, with end-of-month reports only retained. There are also working files for Operating Memoranda and Program Statements.

**Disposition** *Temporary. [I would assume that a five- to ten-year retention would be sufficient, but need input from staff members. Is it safe to assume also that complete archival runs of the data are available from SENTRY? Also important to determine if published versions of the data are consistently available, and from what source.]*

**7 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 - ADMINISTRATION DIVISION  
DESIGN AND CONSTRUCTION BRANCH  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Once a site has been chosen for the construction of a new correctional facility, the Site Selection branch (q v ) forwards its file on that property to the Design and Construction branch, which solicits bids for architectural design and construction administration. Once that process has been completed, bids for the actual construction are gathered and a contractor is chosen. The official contract files are in the Procurement branch, the Design and Construction branch functions as the agency's technical representative. There is also, obviously, a working file at the site. When a project is completed, documentation which will be needed at the institution is forwarded to the designated official, with copies usually provided to the regional office as well. The records which the branch maintains are described below.

**8 Active Project Files**

Volume 300 cubic feet (est )

Dates ca 1993-

Records for each facility under construction are maintained according to a set format which provides nearly 100 filing categories, covering a project from inception to completion. Legal and Public Correspondence (#2) includes correspondence with OGC regarding certification of engineers, site access, property title, arrangement for geotechnical investigation, and a copy of the record of decision, which is signed by the Director and gives the history of the project and the reason for its choice. Design Development (#7) is largely composed of voluminous lists of approved and disapproved items such as drains and stairwells. The Photography section (#12) includes correspondence and memoranda on the purchase of surveillance equipment and a folder of briefly-captioned snapshots of future office space. Oversize drawings are usually rolled and filed above the paper records. **Disposition** *PERMANENT. Screen and destroy duplicate and nonrecord material, and files eligible for destruction under the GRS. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Remaining routine and facilitative documentation may be screened during archival processing.*

**9 Inactive Project Files**

Volume 600+ cubic feet (est )

Dates [ca 1980-?]

The records are stored in a locked basement file room. Site files are standard-size fireproof file cabinets, with kitchen-style ceiling-high cabinets above them. Some drawings are filed flat in 14 map cases, most of which have 16 drawers, with others rolled and stored in 14 recycled recycling boxes. There are also 68 standard-size boxes, all except four of which are labeled. One of the staff members has labeled and numbered the cabinets and boxes, and provided schematics of the room.

**Disposition** *PERMANENT. Screen and destroy duplicate and nonrecord material, and files eligible for destruction under the GRS. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Remaining routine and facilitative documentation may be screened during archival processing.*

**Bureau of Prisons - Administration Division**

**Design and Construction Branch, Records Description and Proposed Dispositions**

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- 10 **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 - ADMINISTRATION DIVISION  
FACILITIES MANAGEMENT BRANCH  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

There are three sections Facilities Programs, which includes environmental and life safety matters, energy conservation and physical plant, Operations, which covers maintenance, telecommunications, vehicles, training and Y2K, and Resources, which handles budget and positions (The Branch is not the office of record for environmental and life safety files ) Most records are covered by the GRS

**11 Environmental Subject and Reference Files**

Volume 35-40 cubic feet

Dates 1995-

The environmental position was created three years ago, to assist and advise institutions regarding their responsibilities under various environmental statutes (Institutions are not required to involve this staff member.) Documentation includes correspondence, memoranda, reports and other documentation covering topics such as cleanup of a "superfund" site and violation of the Clean Water Act The series also includes background material on identification, hazards and proper removal procedures for toxins such as lead and asbestos

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

**12 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 - ADMINISTRATION DIVISION  
PROCUREMENT AND PROPERTY BRANCH  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

- 13 **Controlled Correspondence**  
Volume 3 c f (est) Dates 1996-  
Branch copies of tracked correspondence  
**Disposition** *Temporary. Destroy when 3 years old.*
- 14 **Reference Files**  
Volume 9 c f (est) Dates 1991-  
Correspondence, memoranda, organizational charts, financial documents and other  
material covering matters such as property management, credit card use and travel  
**Disposition** *Temporary. Destroy when 7 years old.*
- 15 **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 - ADMINISTRATION DIVISION  
SITE SELECTION BRANCH  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Branch's responsibility is discovering and examining sites for new facilities. This includes evaluating proposals, preparing the necessary documentation, and ensuring that all environmental requirements are met. If a site is chosen for an institution, **all** documentation is forwarded to the Design and Construction Branch.

16 **Administrative [i.e., Subject] Files**

Volume 11 c f (est)

Dates 1986- (bulk early 90s-)

Correspondence, memoranda and reports on topics such as site analysis, appropriations, military base reuse, budget, future site visits, and personnel

**Disposition** *Temporary. Destroy when 5 years old*

17 **Military Files**

Volume 12 c f (est)

Dates ca 1989-

Correspondence, memoranda and reports regarding the possible use of decommissioned or underutilized military bases, including copies of draft and final Environmental Impact Statements (EISs), and studies on reuse, and submissions from local officials

**Disposition** *Temporary. Destroy when 20 years old.*

18 **'Special Projects' Files**

'Special Projects' are proposals for Metropolitan Detention Centers (MDCs), that became the object of considerable public controversy. Categories include initial contacts/correspondence, site investigations, public correspondence, BOP reports, internal correspondence, maps, newspaper articles, and draft EISs, with comments. (These categories are standard for all projects.) The DC file also contains transcripts and audiotapes of public hearings, and a few still pictures. The Honolulu project is proceeding. DC has been terminated.

a Honolulu

Volume 3 c f (est)

Dates 1984-93

[later material in Branch Chief's office] **Disposition** *Is an ongoing project, its disposition will actually be dealt with in the description of Design and Construction Branch's records.*

b Washington, DC

Volume 6 c f (est)

Dates 1987-93

**Disposition** *PERMANENT. Transfer to NARA when 30 years old. Screen routine facilitative material during processing.*

19 **State Files**

Volume (est) 11 c f current, 24 dead

Dates ca [1980-]



(cutoff between the two appears to be approx 1990)

The series covers site examinations still in process, and those which were not selected for construction. In addition to the project folders, the records for each state also include a file of general correspondence, largely composed of suggestions from Members of Congress and the general public, with the Bureau's response. The project folders contain the categories noted in the description of item 3, and may also include videos and still and aerial photographs sent in by local officials. The crucial item is the Site Investigation (SI). These are carried out by a private firm under contract to BOP, and provide extensive information about the locality. In addition to scientific analyses (topography, geology, soils, hydrology, etc.), the "Site Characteristics" section of the SI includes sections on cultural resources, aesthetics, and fiscal considerations. "Community and Regional Characteristics" covers aspects such as economics, demographics, housing, land use, water supply, energy and telecommunications, transportation and air quality. Following the conclusions and recommendations are eight appendices, one of which, on cultural resources, presents extensive information on local historical and archaeological sites. Both the body and appendices of the report contain tables and figures, and there are also some illustrations.

**Disposition** *PERMANENT. Transfer to NARA when 30 years old. Screen routine facilitative material during processing.*

20 **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 - ADMINISTRATION DIVISION  
TRUST FUND  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Trust Fund handles prison commissaries and inmate telephone systems through a revolving fund, and also manages warehouse and clothing operations. There are three branches within the organization: Operations, Federal Prison Point of Sale (FPPOS) System, and Inmate Telephone System (ITS)

**21 Administrative Files**

Volume 8 cubic feet (est)

Dates 1991-

Documentation reflecting daily operations, representative items includes OIG and GAO reports, correspondence with regional and institutional officials, notes from Executive Staff meetings, congressional correspondence, and files on budget development and execution and human resources

**Disposition** *Temporary. Destroy when 5 years old.*

**22 FPPOS**

Dates 1986-

Cashless electronic inventory, ordering, pricing and accounting system for commissary stock and inmate funds. All commissary purchasing, pricing, ordering, sales, inventory tracking and vendor relations are handled through the system, which also keeps individual accounts for all inmates. Inmates' commissary purchases, money sent to family members and obligations under the Financial Responsibility Act (FRA) are deducted. Trust Fund staff on site have full system access, non-Trust Fund use is read-only. Inventory fields include item numbers and descriptions, department and category, prices, cost and sales, inventory level, ordering amounts and vendors. Inmate records consist of name, ID number, balance, transaction register, and deduction information. The software is proprietary and runs on a Novell Operating System. Any cumulative data are maintained at the institution.

**Disposition** *Temporary. Delete when 6 years old. (This is current practice, specified in PS4500.04, chapter 4521)*

**23 ITS**

Dates 1991- (est)

ITS is run by GTE and a subcontractor, who developed and installed the proprietary software and maintain it. They have a database at each institution and handle any problems. The branch's role is to monitor and assist. They have a help line, and coordinate the affected parties (GTE, Sprint, MCI, local companies), but GTE staff are responsible for any hands-on efforts. ITS and FPPOS are electronically linked. Inmates' credits are placed on their ITS accounts, and phone calls are debited therefrom. The system automatically deducts the cost, provides all required documentation on calls, and allows only approved numbers to be connected.

**Bureau of Prisons-Administration Division**

**Trust Fund, Records Description and Proposed Dispositions**

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**Disposition** *Temporary. Delete when 6 years old. (This is current practice, specified in PS4500.04, chapter 4551.)*

**24 Institution Files**

Volume 12 cubic feet (est)

Dates 1989- (bulk 1992-)

Correspondence, memoranda, forms and other documentation covering matters such as financial management review, capitalization, equipment leases and transfers, funding for commissary overtime, and distribution of funds for renovation NOTE Hard copy records for FPPOS and ITS--correspondence, memoranda and financial documents regarding system implementation and maintenance, software problems, etc , trip reports and other documentation--are maintained in this file

**Disposition** *Temporary. Destroy when 6 years old.*

**25 Quarterly Financial Reports**

Volume 4-5 cubic feet (est)

Dates 1991-

Cumulative reports providing overall financial summaries, commissary data, including inventory analysis, revenues, expenses and position analyses, and ITS financial data

**Disposition** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

**26 Reference Files**

Volume 7.5 cubic feet (est)

Dates 1991-

Documentation covering matters such as monthly administrative reports, position descriptions, Trust Fund goals, award nominations, and Trust Fund annual reports

**Disposition** *Temporary. Destroy when 5 years old.*

**27 Trust Fund Budget Books**

Volume 1-2 cubic feet

Dates 1993-

The Trust Fund's budget package is not a part of the agency submission to DOJ/OMB, as it is not appropriated funds Rather, the budget provides the branch's plans for FY operating expenses It consists of four decision units (numbered 1,2,6 and 7) commissary operating plans, reserve funds for new institutions and renovation and construction, allotments for special purposes, the National Financial Training Center, and the ITS operating plan

**Disposition** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

**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*