

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Federal Bureau of Prisons

2. MAJOR SUBDIVISION **Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER **Omar Herran**

5. TELEPHONE **(202) 514-2254**

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-129-99-4**

DATE RECEIVED **2-19-99**

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE **11-29-99** ARCHIVIST OF THE UNITED STATES **WITHDRAWN**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 *Omar Herran* TITLE *Information Mgmt. 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 GRS OR SUPERSEDED JOB CITATION	10.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</p> <p><i>Withdrawn</i> <i>11/29/99</i></p>		

**BUREAU OF PRISONS - FEDERAL PRISON CAMPS, CORRECTIONAL
INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
RECORDS COMMON TO MOST OFFICES
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

In addition to administrative documents included in the General Records Schedules and the program records unique to each area, some or all of the following categories of files are usually maintained.

1. ADMINISTRATIVE REMEDIES

Institutional copies of case files documenting inmate complaints. Records are also maintained at the regional office. The regional counsel's file is the official copy of any case appealed to the region. Complaints appealed to central office are maintained in the Office of General Counsel.

Disposition: Temporary. Official files are authorized for destruction when 3 years old (NC1-129-83-7). Information copies may be destroyed when no longer needed for administrative or reference use.

2. CHRONOLOGICAL OR READING FILES

Copies of outgoing correspondence maintained for reference.

Disposition: Temporary. Destroy when 3 years old or no longer needed for reference.

3. REFERENCE OR SUBJECT FILES

Reports, articles, memoranda and other documentation created, acquired or maintained for program development and ease of reference.

Disposition: Temporary. Destroy when 3 years old or when superseded or obsolete.

4. REVIEW FILES

Records created and maintained in anticipation of program (external) and operational (internal) audits of an office's functions and activities, and copies of previous reviews.

Disposition: Temporary. Destroy when 3 years old or no longer needed for reference.

**5. ELECTRONIC VERSION OF RECORDS CREATED BY WORD PROCESSING
AND SPREADSHEET APPLICATIONS AND RECEIVED BY ELECTRONIC
MAIL**

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

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**BUREAU OF PRISONS - FEDERAL PRISON CAMPS, CORRECTIONAL
INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
CASE MANAGEMENT RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

6. CENTRAL INMATE MONITORING (CIM) LOGS

Daily listings and tracking log of newly-arrived inmates who need to be separated from the general population. Records are hard copies of SENTRY data, which are available online for 45 days and archived thereafter.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes, whichever is sooner.*

7. INMATE PERFORMANCE PAY RECORDS

Listing of inmates, pay rates, hours worked, subtotals and totals. Information is maintained in both hard copy and electronic (PC) form.

(a) Hard copy.

Disposition: *Temporary. Destroy when 1 year old or no longer needed for reference or administrative purposes, whichever is sooner.*

(b) Electronic file.

Disposition: *Temporary. Delete when no longer needed for legal or administrative purposes.*

8. INMATE TELEPHONE SYSTEM RECORDS

Change sheets which update lists of inmates' approved telephone contacts.

Disposition: *Temporary. Destroy when no longer needed for legal or administrative purposes.*

9. SEGREGATED HOUSING REPORTS

Weekly listings of individuals housed separately from the general population.

Disposition: *Temporary. Destroy when no longer needed for legal or administrative purposes.*

10. STAFF MEETING MINUTES

Disposition: *Temporary. Destroy when 2 years old or no longer needed for reference or administrative purposes, whichever is sooner.*

11. VICTIM WITNESS LOGS

The Victim and Witness Protection Act of 1982 provided for notification of individuals who had been victims or witnesses of a federal crime of any change in the status of the perpetrator. Institutional documentation consists of printouts from SENTRY of inmates whose presence mandates notification letters, and a tracking log of notifications. Hard copy records maintained in the Correctional Programs Division of Central Office are returned to the institution when an inmate is released; if the individual returns to prison, the file is returned to Central Office.

(a) Printouts and tracking logs.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes, whichever is sooner.*

(b) Case files.

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

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FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE CHAPLAIN'S OFFICE
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Except for the series described below, Religious Services records are covered by the common series and the General Records Schedules. The most applicable GRS categories are probably training (GRS 1, item 29), budget (GRS 5 generally) and travel (GRS 9, items 3 and 4).

12. ADMINISTRATIVE FILES

Documentation may include correspondence with local churches and religious groups, minutes of meetings, background files and resource material on topics such as volunteer training and marriage encounter, lists (from SENTRY) of inmates' religious preferences and documentation of inmates' charitable deductions.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes.*

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INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
RECORDS COMMON TO MOST OFFICES
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

In addition to administrative documents included in the General Records Schedules and the program records unique to each area, some or all of the following categories of files are usually maintained.

13. ADMINISTRATIVE REMEDIES

Institutional copies of case files documenting inmate complaints. Records are also maintained at the regional office. The regional counsel's file is the official copy of any case appealed to the region. Complaints appealed to central office are maintained in the Office of General Counsel.

Disposition: *Temporary. Official files are authorized for destruction when 3 years old (NC1-129-83-7). Information copies may be destroyed when no longer needed for administrative or reference use.*

14. CHRONOLOGICAL OR READING FILES

Copies of outgoing correspondence maintained for reference.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference.*

15. REFERENCE OR SUBJECT FILES

Reports, articles, memoranda and other documentation created, acquired or maintained for program development and ease of reference.

Disposition: *Temporary. Destroy when 3 years old or when superseded or obsolete.*

16. REVIEW FILES

Records created and maintained in anticipation of program (external) and operational (internal) audits of an office's functions and activities, and copies of previous reviews.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference.*

**17. ELECTRONIC VERSION OF RECORDS CREATED BY WORD PROCESSING
AND SPREADSHEET APPLICATIONS AND RECEIVED BY ELECTRONIC
MAIL**

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

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**BUREAU OF PRISONS - FEDERAL PRISON CAMPS, CORRECTIONAL
INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE CORRECTIONAL SERVICES PROGRAM
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The following series are covered by N1-129-94-1. Other records which Correctional Services staff create or acquire are filed in the inmate central file or the Special Investigative Supervisor's (SIS) files, or are covered by the common series.

- 18. DAILY AND QUARTERLY STAFF ROSTERS**
Disposition: Temporary. Cut off annually, destroy when 10 years old.
- 19. INMATE URINE LAB REPORTS - NEGATIVE**
Disposition: Temporary. Destroy after noting results in Urine Lab Report Log.
- 20. INMATE URINE LAB REPORT LOG**
Disposition: Temporary. Destroy 1 year after final entry.
- 21. NOTIFICATION TO VISITORS FORM**
Disposition: Temporary. Destroy when 1 year old.
- 22. ADMINISTRATIVE DETENTION ORDER**
Working file; record copy is maintained in inmate central file.
Disposition: Temporary. Destroy when 90 days old.
- 23. INCIDENT REPORTS**
Working file; record copy is maintained in inmate central file.
Disposition: Temporary. Destroy when 1 year old.
- 24. DISCIPLINE HEARING OFFICER REPORTS**
Working file; record copy is maintained in inmate central file.
Disposition: Temporary. Destroy when 1 year old.
- 25. BUS TRIP LOG**
Disposition: Temporary. Destroy when 1 year old.
- 26. INMATE PERSONAL PROPERTY RECORD**
Working file; record copy is maintained in inmate central file.
Disposition: Temporary. Destroy when 3 years old.

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**BOP-Federal Prison Camps, Correctional Institutions,
Detention Centers & Penitentiaries, Federal Correctional Facilities,
Records of the Correctional Services Program**

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27. **TORT CLAIM RESPONSE**
Working file; record copy is maintained in the General Counsel's office, covered by N1-129-88-1.
Disposition: Temporary. Cut off annually, destroy when 10 years old or no longer needed for legal or administrative purposes, whichever is sooner.
28. **RECORD OF MISSING OR LOST CREDENTIALS OR BADGES**
Disposition: Temporary. Destroy when no longer needed for legal or administrative purposes.
29. **U.S. MARSHAL'S RECEIPT - LIEUTENANT'S COPY**
Disposition: Temporary. Destroy when 30 days old.
30. **INMATE DETAIL CENSUS CHECKS**
Disposition: Temporary. Destroy when 1 year old.
31. **MONTHLY LOCKDOWN ACCOUNTABILITY**
Disposition: Temporary. Destroy when 1 year old.
32. **OUTSIDE CONTRACTOR'S INVENTORIES**
Disposition: Temporary. Destroy 30 days after project completion.
33. **REAR GATE DETAIL LOG**
Disposition: Temporary. Destroy 1 year after final entry.
34. **REAR GATE VEHICLE LOG**
Disposition: Temporary. Destroy 1 year after final entry.
35. **RESTRICTED KEY ISSUE FORM**
Disposition: Temporary. Destroy when 30 days old.
36. **OFFICIAL VISITORS FORMS**
Disposition: Temporary. Destroy when 1 year old.
37. **ALCOHOL TESTING LOG**
Disposition: Temporary. Destroy 6 months after final entry.
38. **KITCHEN KNIFE REPORT**
Disposition: Temporary. Destroy when 30 days old.
39. **LOST OR MISSING TOOL REPORT**
Disposition: Temporary. Destroy when 2 years old.

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Detention Centers & Penitentiaries, Federal Correctional Facilities,
Records of the Correctional Services Program**

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40. **FIRE, SAFETY AND SANITATION INSPECTION REPORTS**
Disposition: *Temporary. Destroy when 90 days old.*
41. **FRONT ENTRANCE VISITORS' LOGS**
Disposition: *Temporary. Destroy when 10 years old.*
42. **DAILY KEY AND EQUIPMENT INVENTORIES**
Disposition: *Temporary. Destroy when 30 days old.*
43. **ESCORT INSTRUCTIONS**
Disposition: *Temporary. Destroy when 1 year old.*
44. **SHAKEDOWN LOGS**
Disposition: *Temporary. Destroy 5 years after final entry.*
45. **PROGRAM REVIEWS AND AUDIT RESPONSES**
Working file; record copy is maintained in the Program Review Division, covered by GRS-22.
Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes, whichever is sooner.*
46. **EMERGENCY PLAN SIGNATURE SHEET**
Disposition: *Temporary. Destroy when 2 years old.*
47. **SPECIAL HOUSING UNIT (SHU) SIGN-IN LOG**
Disposition: *Temporary. Destroy 10 years after final entry.*
48. **BUS TRIP REPORTS**
Disposition: *Temporary. Destroy when 2 years old.*
49. **MONTHLY WEAPONS AND CHEMICAL AGENTS INSPECTIONS**
Disposition: *Temporary. Destroy when 3 years old.*
50. **QUARTERLY TESTING, INVENTORY AND INSPECTION OF EMERGENCY EQUIPMENT**
Disposition: *Temporary. Destroy when 3 years old.*
51. **PREVENTIVE MAINTENANCE LOG**
Disposition: *Temporary. Destroy 5 years after final entry.*

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52. MONTHLY FENCE CHECKS

Disposition: *Temporary. Destroy when 2 years old.*

53. EMERGENCY EQUIPMENT LOCATOR INVENTORIES

Disposition: *Temporary. Destroy when 3 years old.*

54. EQUIPMENT SIGN-OUT FORM

Disposition: *Temporary. Destroy when 3 years old.*

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INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
EMPLOYEE DEVELOPMENT RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The great majority of this office's records are covered by the General Records Schedules, particularly GRS 1, item 29, and the common series. The following documentation may also be maintained.

55. CERTIFICATIONS FILES

Certificates, licenses and analogous records documenting an instructor's teaching qualifications in areas such as firearms, self-defense and disturbance control.

Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for reference or administrative purposes.

56. MEMORANDA OF UNDERSTANDING

Cooperative agreements with other BOP components, other Federal agencies, and local, regional or state governmental bodies. Examples include use of an obstacle course by a local police force, or use of another agency's firing range.

Disposition: Temporary. Destroy when superseded, cancelled, or no longer needed for reference or administrative purposes.

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INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE EDUCATION PROGRAM
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Inmates who lack either a high school diploma or English-language facility are required to enroll in the General Equivalency Diploma (GED) or English as a Second Language (ESL) programs. Vocational training, such as drafting and basic office skills, may also be offered. Adult continuing education courses, which may be taught by staff or knowledgeable inmates, are another optional offering. Most information is maintained in the education component of SENTRY; records of course completions are available in the Key Indicators (KI/SS) system. Other files are described below.

57. ADVISORY COMMITTEE RECORDS

Correspondence, memoranda, minutes of meetings and other records documenting activities of groups providing technical assistance to vocational training programs.
Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes, whichever is later.*

58. ENROLLMENT LISTINGS

Disposition: *Temporary. Destroy when 3 years old (program requirement).*

59. GED TEST SCORES

Disposition: *Temporary. Destroy when 15 years old or no longer needed for reference or administrative purposes, whichever is later.*

60. LESSON PLANS AND RELATED MATERIAL

Curricular and reference material (external and internal) for both mandatory and optional classes.

Disposition: *Temporary. Destroy when superseded or obsolete.*

61. STUDENT FILES

Working files documenting student progress for GED and ESL classes (maintained separately).

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes, whichever is later.*

62. TRANSCRIPTS

Records for both mandatory and optional classes, which are not included in the inmate central file.

Disposition: *Temporary. Destroy 30 years after release.*

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FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE FACILITIES PROGRAM
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Institutional facilities offices are responsible for the motor pool, telecommunications, buildings, construction, maintenance and repair. The great majority of their records are included in the common series and the General Records Schedules (GRS), and/or are duplicated at both regional and central offices. Specific GRS references include GRS 3, item 10; 4, item 2; 11, items 4-5; 12, items 1-4; and Schedules 10 and 17 generally.

63. CAPITAL IMPROVEMENT PROJECT RECORDS

Also known as Buildings and Facilities, or B&F. Project files include all correspondence, memoranda, reports, drawings and other technical material and financial records documenting the project.

Disposition: *The current Program Statement (4200.09, chap. 3) indicates "indefinite" retention for these records. Recommend revising to: Temporary. Retain for life of structure. Transfer to succeeding owner if structure is sold or deeded. Destroy if structure is demolished.*

64. INSPECTIONS RECORDS

Copies of all required inspection reports, provided to the Regional Administrator at specified intervals. These include buildings and grounds, boilers, electrical, gas line and lead paint abatement.

Disposition: *Temporary. Destroy when superseded or no longer needed for legal, reference or administrative purposes.*

65. LOG BOOKS

Tracking records for operating equipment such as boilers, generators and furnaces.

Disposition: *Temporary. Destroy when equipment is replaced.*

66. MAJOR WORK ORDER CASE FILES

Records maintained on all projects costing between \$10,000 and \$500,000. Files include correspondence, memoranda, tracking logs, contractor submissions, financial records and technical data.

Disposition: *Temporary. Destroy when no longer needed for legal, reference or administrative purposes.*

67. MONTHLY REPORTS

Consolidated report to the Regional Administrator, usually providing a narrative overview and minutes of staff meetings. Standard topics include number of work orders, security, budget, statistics, completion statistics and funds expended.

Disposition: *Temporary. Destroy when superseded or no longer needed for legal, reference or administrative purposes.*

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FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE FOOD SERVICE PROGRAM
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Program Statement 4700.04 delineates the record series created and specifies their retention, at the institutional, regional and central office level.

- 68. 35-DAY MASTER CYCLE MENUS**
Disposition: *Temporary. Destroy when 2 years old.*
- 69. MASTER CYCLE HOLIDAY AND MEDICAL DIET MENUS**
Disposition: *Temporary. Destroy when 2 years old.*
- 70. WEEKLY AS-SERVED MEDICAL DIET MENUS**
Disposition: *Temporary. Destroy when 2 years old.*
- 71. WEEKLY AS-SERVED MENUS (INSTITUTIONAL)**
Disposition: *Temporary. Destroy when 2 years old.*
- 72. MONTHLY NUTRITION REPORTS***
Disposition: *Temporary. Destroy when 1 year old.*
- 73. PROGRAM REVIEWS**
Copies of previous reviews, not material maintained for future audits.
Disposition: *Temporary. Destroy when 3 years old.*
- 74. FOOD SERVICE MONTHLY STAFF MEETING MINUTES***
Disposition: *Temporary. Destroy when 1 year old.*
- 75. FSIS ANNUAL FILE MAINTENANCE BACKUP**
Disposition: *Temporary. Destroy when 2 years old.*
- 76. SURVEY REPORTS**
Disposition: *Temporary. Destroy when 2 years old.*
- 77. JOB EFFICIENCY TRAINING REPORTS**
Disposition: *Temporary. Destroy when 1 year old.*
- 78. MINOR WORK REQUESTS**
Disposition: *Temporary. Destroy when 1 year old.*

*As of FY 98, maintained in electronic format only.

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- 79. STOREHOUSE REQUISITION**
Disposition: Temporary. Destroy when 1 year old.
- 80. FORMAL SANITATION INSPECTION FORM**
Disposition: Temporary. Destroy when 30 days old.
- 81. BUDGET AND RATION REQUIREMENTS**
Disposition: Temporary. Destroy when 1 year old.
- 82. FOOD SERVICE OPERATIONAL REVIEW**
Disposition: Temporary. Destroy when 3 years old.
- 83. STAFF SCHEDULES**
Disposition: Temporary. Destroy when 1 year old.
- 84. TEMPERATURE LOG**
Disposition: Temporary. Destroy when 30 days old.
- 85. NUTRITIONAL ANALYSES**
Disposition: Temporary. Destroy when 2 years old.
- 86. FOOD SERVICE STAFF ROSTER***
Disposition: Temporary. Destroy when 3 years old.
- 87. ROSTERS FOR ANNUAL REVIEW OF MEDICAL DIETS AND SATELLITE FEEDING TRAINING**
Disposition: Temporary. Destroy when 1 year old.
- 88. FSIS PROGRAM BACKUP DISK (LOCAL AND/OR NATIONAL)**
Disposition: Temporary. Destroy when 2 years old.
- 89. BUS/AIR LUNCH RECEIPT (BP-100)**
Disposition: Temporary. Destroy when 1 year old.
- 90. QUARTERLY INVENTORY RECAP***
Disposition: Temporary. Destroy when 1 year old.

*As of FY 98, maintained in electronic format only.

**BUREAU OF PRISONS - FEDERAL PRISON CAMPS, CORRECTIONAL
INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
HEALTH SERVICES RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Inmate medical files are maintained separately during incarceration, but are merged with the central file before the records are retired to the Federal Records Centers. Other documentation, in addition to material covered by the common series and the General Records Schedules, includes records required by the Occupational Safety and Health Administration (OSHA), and various tracking files for medical expenses and continuing education.

91. BLOOD-BORNE PATHOGEN EXPOSURE DOCUMENTATION

OSHA requires that all such incidents of staff exposure be documented.

Disposition: *Temporary. Destroy 30 years after retirement or separation (OSHA-specified retention period).*

92. CONTINUING MEDICAL EDUCATION

Documentation maintained (electronically or in hard copy) to meet both JCAHO and Program Review requirements. Information includes personal data on staff members, number of hours and types of training per quarter.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes.*

93. EXTERNAL HEALTH CARE

Documentation maintained (electronically or in hard copy) to track costs for medical care provided outside the facility. Record categories include basic information on inmates and providers, diagnoses, and comparative cost information.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes.*

94. OUTSIDE CONSULTANTS

Documentation maintained (electronically or in hard copy) to track costs for medical consultations. Record categories include inmate name and register number, referring and consulting physicians, and dates.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative purposes.*

95. VAC-TRAC

Tracking program for Hepatitis-B vaccinations for staff, required by OSHA. Hard copy is placed in the EMF, and also maintained online.

Disposition: *Temporary. Delete when no longer needed for legal, medical or administrative purposes.*

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INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE INMATE SYSTEMS MANAGEMENT PROGRAM
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

ISM is the records custodian for all official inmate records. These include the inmate central case file (NC1-129-77-11), files on unsentenced inmates (NC1-129-79-1), case files on material witnesses and uncharged aliens (NC1-129-80-1) and files on uncharged Cuban aliens (NC1-129-89-6). The General Records Schedules, particularly GRS 12; common series; and the series described below are also applicable.

96. DIGITAL PHOTOGRAPHY FILE

Electronic identification photographs, used to create file labels.

Disposition: *Temporary. Delete when no longer needed for reference or administrative purposes.*

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INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
LEGAL RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

This function's records are covered by N1-129-88-1 and N1-129-88-2 (National Archives' approved disposition authorities), the common series, and the General Records Schedules, particularly GRS 14.

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FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE PSYCHOLOGY PROGRAM
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Inmate psychological case files are maintained separately from both central and medical files, although routine psychological documentation is duplicated in the central file. Central and medical records are merged after release, when the files are retired, but psychology files have been retained at institutions. The internally-mandated retention period is identical, 30 years after release. All inmate psychological information is now transferred monthly to the Psychological Data System (PDS; see under schedule for Central Office Correctional Programs Division). Hard copy files may contain only an intake screening, if the individual had no other contact with the staff; other documentation may include segregation evaluations, assessments and raw test data.

97. INMATE PSYCHOLOGICAL CASE FILES

Disposition: *Temporary. Merge with inmate central file (FOI-exempt section) upon completion of sentence; destroy 30 years after completion of sentence, in accordance with existing disposition authority.*

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FEDERAL CORRECTIONAL FACILITIES
RECREATION PROGRAM RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Records created or acquired in this program are covered by the General Records Schedules and the common series, or are information copies of records officially maintained elsewhere. Equipment purchases are made via the Inmate Trust Fund, which is handled by the Business Office.

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INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE SPECIAL INVESTIGATIVE SUPERVISOR
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

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. The common series and General Records Schedules are also applicable.

98. "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 SENTRY printouts, xeroxes of photographs, and brief narratives.

Disposition: *Temporary. Destroy 30 years after expiration of sentence (coordinated with NC1-129-77-11), or when no longer needed for administrative or reference use.*

99. INMATE INFORMATIONAL AND INVESTIGATIVE CASE FILES

Informational files are opened when allegations of suspicious or illegal activity are made against an inmate; if no corroborating evidence is discovered, the case remains at the information level. If supporting evidence is discovered, the case becomes an investigative file. Documentation includes administrative correspondence and memoranda, affidavits and a standard report describing and summarizing the matter. A copy of the last item is sent to the appropriate branch of the Office of Internal Affairs.

Disposition: *Temporary. Destroy 30 years after expiration of sentence (coordinated with NC1-129-77-11).*

100. NOTORIOUS OFFENDER FILES

Documentation created and/or acquired on inmates whose cases have attracted widespread public attention and/or had a significant effect on criminal justice or public policy. Includes but is not limited to central file.

Disposition: *PERMANENT. Transfer to the National Archives 30 years after expiration of sentence.*

101. POSTED PICTURE FILES

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

Disposition: *Temporary. Screen periodically and delete superseded or obsolete material.*

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Centers & Penitentiaries, Federal Correctional Facilities,
Records of the Special Investigative Supervisor**

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102. STAFF CONTACT FILES

Memoranda documenting any incidental staff contact with a released inmate.

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

103. STAFF INVESTIGATIVE CASE FILES

Documentation is analogous to inmate investigative files. (Informational files are not opened on staff members.)

Disposition: *Temporary. Destroy 30 years after close of case.*

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INSTITUTIONS, DETENTION CENTERS & PENITENTIARIES
FEDERAL CORRECTIONAL FACILITIES
SAFETY PROGRAM RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Safety records are delineated and their retentions specified in PS 1600.07. The General Records Schedules and common series also apply. Some series may now be submitted and/or maintained in electronic format only.

- 104. CENTRAL SAFETY COMMITTEE MINUTES**
Disposition: Temporary. Destroy when 3 years old.
- 105. CIVILIAN (non-employee) INJURY FORMS**
Disposition: Temporary. Destroy when 5 years old.
- 106. CONFINED SPACE ENTRY PERMITS**
Disposition: Temporary. Destroy when 2 years old.
- 107. EMPLOYEE INJURY RECORDS (nonrecordable)**
Disposition: Temporary. Destroy when 5 years old.
- 108. EMPLOYEE INJURY RECORDS (recordable)**
Recordable injuries are those in which the employee loses time from work, other than the day of the incident, and/or requires outside medical attention beyond standard first aid.
Disposition: Temporary. Destroy upon death of employee.
- 109. ENVIRONMENTAL SURVEYS AND RECORDS DOCUMENTING EMPLOYEE EXPOSURE TO HAZARDOUS MATERIALS**
Disposition: Temporary. Destroy when 30 years old (OSHA requirement).
- 110. FIRE DRILLS**
Disposition: Temporary. Destroy when 3 years old.
- 111. FIRE REPORTS**
Disposition: Temporary. Destroy when 3 years old.
- 112. INMATE INJURY RECORDS**
Disposition: Temporary. Destroy 2 years after end of sentence.
- 113. HAZARDOUS MATERIALS COMMUNICATION PROGRAM**
Disposition: Temporary. Destroy when 3 years old.

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114. HAZARDOUS WATER MANIFESTS AND CERTIFICATES OF DISPOSAL

Disposition: No Disposal Authorized.

115. HOT WORK PERMITS

Permits for any work requiring the use of acetylene torches, welding equipment, and so forth

Disposition: Temporary. Destroy when 2 years old.

116. INSPECTIONS (INTERNAL AND EXTERNAL)

Safety inspections are required for all components of an institution on at least a monthly basis. External inspections are performed by the Occupational Health and Safety Administration and the Environmental Protection Agency.

Disposition: Temporary. Destroy when 3 years old.

117. JOB EFFICIENCY TRAINING REPORTS

Disposition: Temporary. Destroy when 5 years old.

118. MONTHLY REPORTS

Reports document occurrences, such as work-related injuries, that are not covered by inspections.

Disposition: Temporary. Destroy when 3 years old.

119. OSHA FORM 2014

Log of all recordable employee injuries.

Disposition: Temporary. Destroy when 5 years old.

120. WATER SAMPLE REPORTS

Disposition: Temporary. Destroy when 3 years old.

121. VEHICLE ACCIDENT REPORTS

Disposition: Temporary. Destroy when 6 years old.

122. RECORDS RELATED TO ASBESTOS AND LEAD-BASED PAINT

Disposition: No Disposal Authorized.

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UNIT MANAGEMENT RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Files created or acquired by this activity are overwhelmingly included in the inmate central file (NC1-129-77-11). Other documentation is covered by the common series or the General Records Schedules.

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FEDERAL CORRECTIONAL FACILITIES
RECORDS OF THE WARDEN'S OFFICE
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Warden's office files include material created or acquired by the Associate Wardens (AWs) and Executive Assistant. Associate Wardens' responsibilities are divided into Program and Operations. The common series and General Records Schedules (GRS) are also applicable.

123. CORRESPONDENCE

Standard categories include minutes of staff meetings, duty officer reports (overview of the week's activities in each component), congressional correspondence (inmate and/or family member complaints and requests for transfer to another institution are the largest component), AW reports (population count efficiency, program review results, etc.), emergencies (food fights, assaults) and statistics. Subjects include performance appraisals, emergency guidelines, awards and review of draft documents.

Disposition: *Temporary. Destroy when 8 years old or no longer needed for reference.*

124. AUDIOVISUAL RECORDS

Still and motion pictures, audiotapes and videotapes documenting the institution's establishment, development and significant milestones and events.

Disposition: *PERMANENT. Transfer to the National Archives in accordance with 36 CFR 1228.180 et seq when no longer in active program use. See GRS 21 for disposition of routine audiovisual records.*

125. INSTITUTION SUPPLEMENTS

Institution-specific addenda to Program Statements.

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

126. STRATEGIC PLANNING FILES

Correspondence, memoranda, reports and other files documenting institutional participation in agency-wide plans, and any records relating to the development and implementation of institutional plans.

Disposition: *Temporary. Destroy when superseded, obsolete or no longer needed for reference or administrative purposes. (Disposition predicated on duplication of all substantive material in Central Office records.)*

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FEDERAL DETENTION CENTERS
RECORDS COMMON TO MOST OFFICES
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

In addition to the Unit Plans and the administrative documents included in the General Records Schedules, some or all of the following categories of files may also be maintained.

127. ADMINISTRATIVE REMEDIES

Institutional copies of case files documenting inmate complaints. Records are also maintained at the regional office. The regional counsel's file is the official copy of any case appealed to the region. Complaints appealed to central office are maintained in the Office of General Counsel.

Disposition: Temporary. Official files are authorized for destruction when 3 years old (NC1-129-83-7). Information copies may be destroyed when no longer needed for administrative or reference use.

128. CHRONOLOGICAL OR READING FILES

Copies of outgoing correspondence maintained for reference.

Disposition: Temporary. Destroy when 3 years old or no longer needed for reference.

129. REFERENCE OR SUBJECT FILES

Reports, articles, memoranda and other documentation created, acquired or maintained for program development and ease of reference.

Disposition: Temporary. Destroy when 3 years old or when superseded or obsolete.

130. REVIEW FILES

Records created and maintained in anticipation of program (external) and operational (internal) audits of an office's functions and activities, and copies of previous reviews.

Disposition: Temporary. Destroy when 3 years old or no longer needed for reference.

**131. ELECTRONIC VERSION OF RECORDS CREATED BY WORD PROCESSING
AND SPREADSHEET APPLICATIONS AND RECEIVED BY ELECTRONIC
MAIL**

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

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FEDERAL DETENTION CENTERS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Federal Detention Centers (FDCs) house short-term inmates: individuals in the pre-trial or pre-sentence phases of litigation, or in transit to another institutions. They are also usually located near other BOP facilities. Their records are included in the common series, General Records Schedules (GRS) and the inmate central file schedule (NC1-129-77-11). The following series is also maintained.

132. UNIT PLANS

Documentation governing overall organization and functioning of FDCs. Categories include unit description, mission statement, rules and regulations, fire escape plans and drills, and unit programs. The last covers activities such as recreation, use of the law library, commissary use, religious services, visitors and sick call.

Disposition: *Temporary. Screen annually and destroy files that are superseded, obsolete, or no longer needed for legal, reference or administrative purposes.*

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FEDERAL PRISON CAMPS
RECORDS COMMON TO MOST OFFICES
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

In addition to administrative documents included in the General Records Schedules and the Unit Binders, some or all of the following categories of files may also be maintained.

133. ADMINISTRATIVE REMEDIES

Institutional copies of case files documenting inmate complaints. Records are also maintained at the regional office. The regional counsel's file is the official copy of any case appealed to the region. Complaints appealed to central office are maintained in the Office of General Counsel.

Disposition: *Temporary. Official files are authorized for destruction when 3 years old (NC1-129-83-7). Information copies may be destroyed when no longer needed for administrative or reference use.*

134. CHRONOLOGICAL OR READING FILES

Copies of outgoing correspondence maintained for reference.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference.*

135. REFERENCE OR SUBJECT FILES

Reports, articles, memoranda and other documentation created, acquired or maintained for program development and ease of reference.

Disposition: *Temporary. Destroy when 3 years old or when superseded or obsolete.*

136. REVIEW FILES

Records created and maintained in anticipation of program (external) and operational (internal) audits of an office's functions and activities, and copies of previous reviews.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference.*

**137. ELECTRONIC VERSION OF RECORDS CREATED BY WORD PROCESSING
AND SPREADSHEET APPLICATIONS AND RECEIVED BY ELECTRONIC
MAIL**

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

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FEDERAL PRISON CAMPS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Federal Prison Camps (FPCs) are low-security correctional institutions, often located near other BOP correctional facilities. They house non-violent offenders serving relatively short sentences. With the exception of the series described below, FPC records are covered by the common series, the General Records Schedules (GRS) and the approved schedule for inmate central files (NC1-129-77-11). The last item may be handled by FPC staff or the Inmate Systems Management staff at the proximate institution, but the management and disposition of the records is unaffected. The same principle operates in other areas as well; for example, whether a camp has its own Safety Supervisor or is included in the purview of the larger institution's safety program is irrelevant in terms of the types of records generated and their disposition.

138. UNIT BINDERS (UNIT PLAN CERTIFICATIONS)

Documentation governing overall organization and functioning of FPCs. Categories include rules and regulations, fire escape plans and drills, sanitation, strategic plans, miscellaneous (staff work and leave schedules, unit programs and activities, staff orientation), active correspondence from the camp administrator, and active correspondence from other sources. Correspondence covers matters such as staff meetings, maintenance and drivers' schedules.

Disposition: *Temporary. Screen annually and destroy files that are superseded, obsolete, or no longer needed for legal, reference or administrative purposes.*

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