



**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE CORRECTIONAL PROGRAMS ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Regional Correctional Programs staff determine inmates' initial assignment to a correctional facility (designation), process any subsequent movement (redesignation), track the utilization of Community Corrections Centers (CCCs), and draft responses to administrative remedies (inmate grievances, see schedules for Regional Counsel and the Administrative Complaints and Ethics Branch of the General Counsel's office)

In addition to the common series, offices may also maintain information copies of judicial letters (correspondence regarding designation, also found in the inmate's central file), meeting minutes from institution staff (education, case management, etc ), and statistics on designations and CCC utilization, which are reported monthly or bimonthly to the central office via the regional director

**1 CENTRAL INMATE MONITORING (CIM) FILES**

Files maintained on inmates whose circumstances require a higher level of observation (threat to or from other inmates, for example) Most of the material is copies of items found in the inmate's central file, the court records or the US Attorney's case file the pre-sentence investigation (PSI), criminal complaints, FBI reports, and the US Marshals custody and detention report The file also includes correspondence and memoranda pertaining to the inmate's inclusion in CIM, a decision which the regional director makes

**Disposition:** *Temporary. Destroy 1 year after transfer to another region or release (current practice).*

**2 DESIGNATIONS LOGBOOKS**

Logbooks summarizing an inmate's initial assignment Data are maintained historically in SENTRY, the hard copy is kept for one fiscal year

**Disposition** *Temporary. Destroy when 1 year old.*

**3. REDESIGNATIONS**

Files include the requesting memorandum from the warden of the institution where the inmate is currently located (also found in the inmate's central file), and printouts of various SENTRY data Hard copy is maintained for one fiscal year

**Disposition** *Temporary. Destroy when 1 year old.*

**4 SPECIAL MOVEMENT FILES**

Prison disturbances generate considerable inmate movement, in order to separate ringleaders, hostile groups, and so forth The series consists of copies of daily logs and transfer packets, maintained for reference

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

- 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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE CORRECTIONAL SERVICES ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Components of Correctional Services include the Special Investigative Supervisor (SIS), Lockshop, Emergency Preparedness, Inmate Discipline and the Discipline Hearing Administrator. In addition to the common series and General Records Schedules (GRS), offices may also maintain information copies of records such as administrative remedies and electronic inventories. The Discipline Hearing Administrator supervises the Discipline Hearing Officers at each institution, compiles material for cases that advance past the institutional level, and drafts correspondence and memoranda for the regional director's signature. All records generated in this process are retained by the regional counsel's office.

**6 INMATE TRANSFER FILES**

Files documenting inmates' movement among institutions. Records include the authorization memorandum, printouts from SENTRY, notes regarding topics such as the inmate's case review dates, GED, drug treatment, work assignments, and previous transfers, and the requesting memorandum.

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

**7 INSTITUTION FILES**

Records documenting day-to-day operation at the institutions under the regional office's purview. Standard categories include arms and defense (weapons inventory), incident reports (standard BOP form), copies of minutes of the lieutenants' meetings, miscellaneous (updated telephone directory, emergency phone numbers, etc.), copies of operational and program reviews (internal and external audits, respectively) and staff assistance visit reports (informal functional reviews by regional specialists), quarterly rosters (duty assignments), urine reports (data from SENTRY), and use of force reports (standard BOP form).

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

**8 MASTER (REFERENCE) FILES**

Copies of after-action reports, duty officer reports, program review guidelines and last reports, and correspondence and memoranda on routine administrative topics. Material is duplicated at both the institutions and central office.

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

**9 SPECIAL INVESTIGATIVE SUPERVISOR (SIS) INSTITUTION FILES**

Records covering SIS aspects of correctional facilities' administration. Categories include equipment inventory, notes and memoranda regarding maintenance of automated systems, copies of all subpoenas, copies of program reviews, monthly SIS reports, Security Threat Group (STG) reports, inmate correspondence and incident reports.

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

**10 SPECIAL OPERATIONS RESPONSE TEAM (SORT) FILES**

Institutions above the minimum security level are required to field SORTs, which are responsible for tactical security matters such as riot control, hostage rescue and weapons handling. The file provides a basic description of each member of an institution's team, certification of their skills (rappelling, obstacle course, etc ), and an operations manual for each institution.

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

**11 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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE COMMUNITY CORRECTIONS ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Regional Administrator and his/her staff oversee and ensure the proper functioning of all Community Corrections Centers (CCCs, i.e., halfway houses) in the region. The records are largely covered by the General Records Schedules (GRS) and the common series, or are working files. The exceptions are listed below.

**12. LOGBOOKS**

Listings tracking an individual's institutional designation or referral to a CCC. This function is increasingly handled electronically.

**Disposition** *Temporary. Destroy/delete when 3 years old.*

**13. MONITORING REPORTS**

Quarterly evaluations of CCC functions, to ensure operational efficiency and compliance with policy. Activities covered include timely admittance and release and accurate sentence computation. Information is entered into SENTRY, and is maintained online for 45 days. Office copies may be retained in electronic (word processing) or hard copy format.

**Disposition** *Temporary. Destroy/delete when 3 years old.*

**14. REFERENCE AND SUBJECT FILES**

Monthly statistics from the Central Office, correspondence with CCCs regarding issues such as untimely releases and staff integrity, and other correspondence and memoranda. Series also includes material covered by the GRS, such as budget, training and travel.

**Disposition** *Temporary. Destroy when 5 years old. Destroy GRS material according to the specified dispositions.*

**15. 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.*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE CHAPLAINCY ADMINISTRATOR**

**Records Description and Proposed Dispositions**

All documentation of this office duplicates material retained at the institutions or provided to Central Office. Statistics on volunteers are provided via the Key Indicators system Executive Staff module, Annual Reports are provided and retained in hard copy. Remaining records are included in the common series and the General Records Schedule (GRS).

- 16 **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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS COMMON TO MOST OFFICES**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

**17 ASSISTANCE FILES**

Documents created and/or accumulated in the course of aiding institutional staff in addressing problems, streamlining a function, and so forth. Records may fall into two categories, staff assistance and technical assistance. Staff assistance is of a more general nature, while technical assistance usually focusses on a specific area, such as industrial hygiene.

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

**18 CONGRESSIONAL CORRESPONDENCE**

Office copies of inquiries and responses, retained for reference (originals provided to the Executive Secretariat). Major topic is status of inmates who are relatives of constituents.

**Disposition** *Temporary. Destroy when 2 years old or no longer needed for reference.*

**19 INMATE CORRESPONDENCE**

Analogous copies of inmate letters and responses thereto. Major topics include sentence computation and relocation.

**Disposition** *Temporary. Destroy when 2 years old or no longer needed for reference.*

**20 REVIEW FILES**

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

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

**21 ADMINISTRATIVE REMEDIES**

Regional office copies of case files documenting inmate complaints. Records are also maintained at the institution. 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.*



**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE COMPUTER SERVICES ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The common series cover the records generated by this function. The regional offices run the standard agency-wide applications, such as word processing, Lotus and dbase, provide access and technical assistance with SENTRY; and work with their regional counterparts in the development and/or implementation of administrative databases.

22. **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.*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE ACTIVATION COORDINATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

This office is responsible for coordinating all major components involved in bringing a new institution on line

**23. ACTIVATION FILES**

Records created/received in managing an activation project. Includes budget files; copies of monthly reports, background files and ordering information for ADP and security equipment, vehicles, signage, surplus property and so forth, staffing guidelines, minutes of design and construction meetings, briefing materials, and correspondence and memoranda

**Disposition:** *Temporary. Destroy when no longer needed for legal, reference or administrative purposes. Material covered by the General Records Schedules (GRS) may be destroyed according to the specified dispositions.*

**24. INSTITUTIONAL FILES**

Records created/received after a potential prison site is identified. Documentation includes lists of community contacts, meeting minutes, general and construction-related correspondence, ordering information and purchase requests for vehicles and Unicor equipment, background material for the executive staff, media files and staffing information.

**Disposition:** *Temporary. Transfer to appropriate institutional office (Financial Management, Facilities, Warden, etc.) 2 years after activation (time frame required for accreditation by the American Correctional Association). Any remaining material may be destroyed according to the GRS dispositions or when no longer needed for legal, reference or administrative purposes.*

**25. ELECTRONIC CORRESPONDENCE**

Correspondence with the Site Selection branch, institutions, and supervisor. Records may be archived on the network

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

**26. 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.*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE REGIONAL COUNSEL**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Regional Counsels handle FOIA requests (GRS 14), litigation and tort claims cases (N1-129-88-2 and N1-129-88-1, respectively), and some compassionate releases (covered on central office schedule) They may receive occasional copies of disability requests and subpoenas from the institutions

Electronic systems used include litigation management and torts, which are a part of the central office systems, and a Microsoft Access database used for FOIA reporting Reports are run monthly and sent to the General Counsel, which consolidates and forwards them to the Department of Justice The common series are also maintained

**33 ADMINISTRATIVE REMEDIES**

Case files documenting inmate complaints Form BP-9 is filed at the institution, a BP-10 if the matter is appealed to the region Appeals to central office are filed on a BP-11. Issues include non-consideration of special medical needs, reconsideration of an offense, retention of Unicorn longevity pay, and denial of due process Files consist of the forms and some narrative description, and attachments such as newspaper clippings and copies of court documents

**Disposition** *Temporary. Destroy when 3 years old. (Disposition authorized by NC1-129-83-7).*

**34. COMMUNITY SERVICE FILES**

Correspondence, memoranda and other records documenting inmate involvement in community service projects, both continuing and one-time Documentation includes the request, which describes the project (place, date, locale, other organizations involved, sponsoring organization, purpose, number of inmates involved, and so forth); the regional director's approval; copies of Memoranda of Understanding (MOUs) with organizations such as the Park Service, Corps of Engineers, and local hospitals, and related correspondence and memoranda

**Disposition** *Temporary. Cut off on completion of project. Destroy 3 years after cutoff.*

**35 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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE REGIONAL DIRECTOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

In addition to the records described below, Directors' files typically consist of duplicates, non-records, and material covered by the common series and the GRS, such as time and attendance records, background files for Institution Character Profiles (covered on central office schedule) and copies of Executive Staff papers and weekly reports to the Director

**36 ADMINISTRATIVE FILES**

Correspondence, memoranda and reports to and from various BOP components Topics include strategic planning, emergency assistance, personnel, and so forth

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

**37 INSTITUTIONAL FILES**

Records notifying the regional director of institutional activity and/or requesting his/her authorization Examples include an after-action review of a food strike ("noted and forwarded"), correspondence and memoranda regarding capacity ratings, transfer of Unicor functions, SORT establishment, activation reports, indoor air quality and training.

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

**38 SUBJECT FILES**

Correspondence, memoranda, reports and other documentation covering topics such as membership and activities in professional organizations, bylaws of a regulatory board, capacity planning, and program review

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

**39 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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE EDUCATION ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Education Administrator monitors the implementation of programs and strategic plans at the institutions, tracks and analyzes SENTRY data, facilitates communication and promotes and/or provides training for institution staff. Inmates who lack a high school diploma or are not proficient in English are respectively required to enroll in GED or ESL classes. In addition to the common series, the following records are typically maintained:

**40 INSTITUTIONAL FILES**

Budget documentation, information on curricula, minutes of staff meetings, GED data, monthly recreation reports, annual reports, reports on operational reviews, quarterly education rosters<sup>1</sup>, and other documentation. Files are maintained in both hard copy and electronic (word processing) format.

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

**41. REFERENCE FILES**

Background material on GED, ESL and other basic education courses and on wellness and recreation programs. The series also includes records on development of program statements and the verification of GED completion, enrollment statistics, journal articles, and material from various contractors.

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

**42 SUBJECT FILES**

Correspondence, memoranda, reports and other documentation on topics such as ethics, the law library, recreation programs, professional organizations, budget, career counseling and a recreation supervisors' conference. Copies of Executive Staff papers, handbooks and training manuals are also included.

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

**43 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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<sup>1</sup>The administrator maintains hard copy of the rosters, a SENTRY item, for ease of reference. Some of this information is taken offline after 45 days and is available only from the Office of Information Systems.

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE FOOD SERVICES ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Program Statement 4700.04 specifies institutional, regional and central office retention periods for records relating to this function. Only seven of the 23 series are maintained at regional offices (one is a General Records Schedule item), and many if not all are now in electronic format only. These files are received via the LAN in ASCII, converted to WordPerfect, and organized by institution and date.

Dispositions given are current practice. The GRS items which seem most likely to apply to selected series are 3/2, 3/3, 3/4, 3/8 and 3/9. The common series may also be maintained.

**44 THIRTY-FIVE DAY MASTER CYCLE MENU.**

Menu listings for all institutions

**Disposition** *Temporary. Destroy when 1 year old.*

**45. WEEKLY AS-SERVED INSTITUTIONAL MENUS**

**Disposition** *Temporary. Destroy when 1 year old.*

**46 MONTHLY NUTRITION REPORT**

Includes financial as well as dietary information

**Disposition.** *Temporary. Destroy when 1 year old.*

**47. PROGRAM REVIEWS.**

Copies of the Program Review Division's reports of their findings after an examination of an institution

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

**48 FOOD SERVICE MONTHLY STAFF MEETING MINUTES**

Includes information on expenditures as well as operational and administrative issues.

**Disposition** *Temporary. Destroy when 1 year old*

**49 FOOD SERVICE STAFF ROSTER**

Listing of filled positions, job titles and vacancies at each institution

**Disposition** *Temporary Destroy when 1 year old*

**50 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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE HEALTH SYSTEMS ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

In addition to the series described below, records are covered by the common series and the General Records Schedules (GRS)

**51 INSTITUTIONAL FILES**

Correspondence, memoranda, reports and other files regarding operation and administration of institutional medical facilities. Examples of documentation include a Health and Human Services evaluation of radiological equipment, correspondence and memoranda to the sentencing judge regarding inmate death, requests for exemption from various policy requirements, notification of program reviews, and copies of medical staffing reports and purchasing records.

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

**52 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.*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE INMATE SYSTEMS MANAGEMENT ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

All files are covered by the General Records Schedule, the common series noted in the overview, and NC1-129-77-11, the disposition authority for inmate central files

**53. 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.*



**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE MECHANICAL SERVICES  
AND FACILITIES ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The office has oversight responsibility for capital improvement (Building & Facilities, or B & F) projects at the institutions. These funds do not expire at the end of the fiscal year. Regional offices have independent contracting authority for smaller projects, the related files will not be duplicated at the central office. Most of the documentation in the regional office is copies of institutional records. The common series may also be maintained, as well as material covered by the General Records Schedules (GRS)

**54 INSPECTIONS FILES**

Copies of all required inspection reports from institutions, including 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.*

**55 INSTITUTIONAL FILES**

Records documenting physical plant maintenance and additions. Categories include contracting, reports on matters such as life safety and accessibility, monthly reports on open projects, internal inspection reports, and reports on current and completed B & F and major work orders. An increasing percentage of this documentation is transmitted and filed electronically.

**Disposition** *Temporary. Destroy when superseded or no longer needed for legal, reference or administrative purposes. (Record set of drawings is maintained by the Design and Construction Branch of the Administration Division in Central Office.)*

**56 REGIONAL REFERENCE AND SUBJECT FILES**

Correspondence, memoranda, reports and background material on topics such as activations, accessibility, Y2K, lead-based paint and fuel supply agreements

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

**57 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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE  
AFFIRMATIVE ACTION ADMINISTRATOR  
EMPLOYEE DEVELOPMENT ADMINISTRATOR  
EMPLOYEE RELATIONS SPECIALIST  
HUMAN RESOURCES ADMINISTRATOR  
COMPTROLLER**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

All files are covered by the General Records Schedule and the common series. The most widely applicable GRS items are noted below. With the downsizing of some support functions, formerly separate activities have been consolidated in one office. The employee relations specialist in the Mid-Atlantic region, for example, also handles employee benefits for the regional office and three institutions.

- 58 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*

**BUREAU OF PRISONS-REGIONAL OFFICES  
RECORDS OF THE PSYCHOLOGY SERVICES ADMINISTRATOR**

**RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Regional Psychology Administrator oversees psychological services and drug abuse programs at institutions. In addition to standard counseling and testing, the former may include programs specific to the region (sex offender treatment), participation of a selected institution in a pilot project (CODE), and development of programs which may be expanded to other regions. Hard copy records remain at the institutions, electronic data are entered into the Psychology Data System (PDS) and sent to the Central Office, or are collected by the Office of Research and Evaluation. Regional recordkeeping is confined to the common series and the General Records Schedules (GRS).

**59. 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*