



**BUREAU OF PRISONS  
COMMUNITY CORRECTIONS MANAGER OFFICE  
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Within each region, Community Corrections Centers (CCCs) are divided into smaller groupings, each of which is under the direct supervision of a manager. The CCM's files consist almost exclusively of inmate central files (NC1-129-77-11), as each CCM is the office of record for inmates sentenced directly to a CCC, paroled inmates, and inmates sent to a state facility under contract. Central files for inmates sent to a CCC from a BOP facility are held by the sending institution. Records maintained outside the central file are described below.

**1. SEPARATION MEMORANDA**

Memoranda from the Assistant US Attorney or the District Court to the US Marshals and BOP regarding the separation of certain inmates (ensure separate housing and so forth.)

**Disposition:** *Temporary. Destroy 1 year after transfer to another region or release.*

**2. 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.*