

**BUREAU OF PRISONS - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE ASSISTANT DIRECTOR
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The majority of this office's records are duplicates of material maintained at the branch level or in other agency components, such as Program Review or Budget. Strategic planning is now handled electronically; the Executive Assistant maintains backup disks of the updates and also of Executive Staff papers. Other documentation includes financial management and merit promotion, which are covered by the General Records Schedule.

1. CHRONOLOGICAL FILES

Volume: 2 cubic ft. (est., incl. binders) Dates: 1995-
Outgoing correspondence, maintained in two systems, one which the Assistant Director himself signed, the second for section and branch correspondence. Topics covered in the former include requests for national training funds, establishment of a DOJ-wide working group on recruitment in Puerto Rico, and nationwide staffing decisions. Section/branch correspondence includes discrimination complaints, Lorton assistance, age waivers, veterans preference and award nominations.
Disposition: *Temporary. Destroy when 3 years old.*

2. CONGRESSIONAL CORRESPONDENCE

Volume: 10 cubic ft. (est.) Dates: 1989-
Subject matter overwhelmingly consists of constituent inquiries: individuals are exploring potential employment via their representatives, or individuals already employed by BOP are complaining about their treatment, firing, non-selection or other matter.
Disposition: *Temporary. Destroy when 3 years old.*

3. CONTROLLED CORRESPONDENCE

Volume: 5 cubic ft. (est.) Dates: 1993-
Employment inquiries and employee complaints, the latter including non-selection, reassignment, alleged failure to reimburse for overtime, and non-reinstatement.
Disposition: *Temporary. Destroy when 3 years old.*

4. 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.*

November 24, 1998

**BUREAU OF PRISONS - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE AFFIRMATIVE ACTION ADMINISTRATOR
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The great majority of the records which this office creates and acquires are covered by General Records Schedule (GRS) items 1/25 and 1/29. The exceptions are described below.

5. AFFIRMATIVE ACTION TASK FORCE FILES

Volume: 4-6 inches

Dates: 1992-94

Correspondence, memoranda and background material such as regional surveys, charts and tables. Copies of the final report to Executive Staff are also included.

Disposition: *Temporary. Destroy when no longer needed for reference. [Decision predicated on existence of report in Exec. Staff files.]*

6. AMERICANS WITH DISABILITIES ACT TASK FORCE FILES

Volume: 3 inches

Dates: 1992-94

Agendas, minutes, correspondence, memoranda and background material from the Office of Personnel Management (OPM), General Services Administration architectural standards and copies of the law. Also included are a census of BOP employees with disabilities and an internal analysis thereof, and drafts of the paper to Executive Staff.

Disposition: *Temporary. Destroy when no longer needed for reference. [Decision predicated on existence of report in Exec. Staff files.]*

7. EEO DEVELOPMENT FILES

Volume: 4 inches

Dates: 1964-70 (est.)

Correspondence and memoranda concerned with establishment of the program, problems encountered and plans to address the problems. Also included are copies of superseded Program Statements and Operations Memoranda and reference material from OPM.

Disposition: *PERMANENT. Transfer to the National Archives upon approval of this schedule. Routine and facilitative material and documents covered by the GRS may be screened and destroyed during archival processing.*

8. RECRUITMENT FILES

Volume: 3-4 cubic feet

Dates: 1996-

Correspondence, memoranda, journal and newspaper articles, job fair notices, and reference material from other BOP components.

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

9. 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.*

December 2, 1998

**BUREAU OF PRISONS - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE MANAGEMENT SERVICES BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Management Services Branch (MSB) supervises five sections: Central Office Personnel, Employee Development, Examining, Research and Development and Training Services. Records are maintained at the section level, with one exception.

10. **MSB MEMORANDA**

Volume: 2-3 inches

Dates: 1995-

Internal memoranda covering topics such as organizational chart review, the branch calendar, employment references from Congress, multi-media training and input for regional meetings. Also included is a script for voice-mail description of BOP employment.

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

11. **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.*

December 2, 1998

**BUREAU OF PRISONS - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE RESEARCH AND DEVELOPMENT SECTION
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

12. **INFORMATION REQUESTS**

Volume: 1-2 cubic feet (incl. binders)

Dates: 9/95-

Cover memos and data provided in response to inquiries, such as the number of active employees at institutions in the Mid-Atlantic region on day X.

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

13. **REPORTS**

Volume: 2 cubic feet (est.; excluding duplication)

Dates: 1986- (bulk 1990-)

In addition to the subjects noted above, topics also include turnover rates by institution, separation analysis of correctional officers, minority issues and demographic analysis.

Disposition: *PERMANENT. Transfer to the National Archives in 10-year blocks when most recent record is 20 years old.*

14. **SURVEY FORMS AND PRINTOUTS**

Volume: 21 cubic feet (est.)

Dates: 1995-

Documentation used and/or created in developing survey forms. Records include input and rating forms, intermediate data analyses, individual and consolidated responses from subject matter experts, technical documentation reports and OPM reviews thereof, notes, drafts and final standards.

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

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 - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE PERSONNEL DIRECTOR
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Bureau Personnel Director is responsible for the Employee Relations, Management Development Systems, Pay and Position Management, Staffing and SES/Workforce Planning Sections. Most files are kept at the section level; the exception is described below.

16. SUBJECT/REFERENCE FILES

Volume: 14 cubic ft. (est.)

Dates: 1991-

Correspondence, memoranda, reports and background material covering topics such as the panel interview process, ethics, incentive awards, a health care task force, the hiring process and performance standards. Correspondents include BOP components, the Department of Justice, and other federal agencies.

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

17. 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.*

December 2, 1998

**BUREAU OF PRISONS - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF MANAGEMENT DEVELOPMENT SYSTEMS AND ANALYSIS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The section has developed and maintains two PC-based automated personnel systems, Management Preference Profile (MPP) and Management Selection, for the Executive Staff. The latter is an automated merit promotion system for wardens and associate wardens established in July of 1996. (See General Records Schedule 1, item 32.) The MPP is a mandatory system for all GS 11-15 managers in the agency; it is used to project long-term management staffing needs. MPP was established in 1987, and has been covered since 1993 under RS 3040.01. The data are a merge of NFC data extracts and internal information. MDSA staff collect and compile the data, update the system and provide the updates quarterly on CDs or floppy disks. The staff also produce annual reports and ad hoc studies for the Executive Staff's use.

Disposition instructions for the MPP database will be submitted separately, with other electronic systems.

18. MPP ANNUAL REPORTS

Volume: 2 cubic feet (incl. interim reports) Dates: 1987-
Annual summary of data. The categories include increase or decrease of the numbers of women and minorities in the system, education levels, percentages of outstanding performance ratings, retirement eligibility and willingness to relocate. Interim reports include production files, working documents and copies of the cover memo for the quarterly updates.

Disposition: *PERMANENT. Transfer to the National Archives in 10-year blocks when most recent record is 20 years old. Working files, duplicates and other routine and facilitative material may be screened during archival processing.*

19. MPP FORMS

Volume: 80-90 cubic feet (est.) Dates: 1987-95
Input forms for the database. Forms for the most recent years have been scanned and destroyed.

Disposition: *Temporary. Destroy upon approval of the schedule. Future input forms may be destroyed upon verification of the automated information.*

20. SPECIAL PROJECTS

Volume: 2.5 cubic feet Dates: 1989-
Ad hoc statistical reports run at the request of Executive Staff. Examples include listings (alphabetically, by institution and region, by central office and central office and branch) of managers in their present position four or more years, the number of wardens required to retire in the next FY, and the mobility preferences of blacks and Hispanics.

Disposition: *PERMANENT. Transfer to the National Archives in 10-year blocks when most recent record is 20 years old.*

December 2, 1998

**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 - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE PAY AND POSITION MANAGEMENT SECTION
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The section is responsible for the classification of all positions at and above Grade 13, in addition to some Wage Grade positions. Other duties include developing special salary rates and position descriptions, handling classification appeals, and tracking salary changes.

The other major responsibility is functioning as a liaison between the National Finance Center (NFC) and the field, which encompasses providing access to NFC and other services, support service for field payroll personnel, assisting with time/attendance system problems, and providing training.

With the exception of the records described below, documentation created and acquired in carrying out the above functions are covered by the General Records Schedules (GRS), including 1/3, 1/7, 1/29, 2/7, 2/8, 2/9 and 2/22.

22. RECORDS OF THE SECURITY OFFICER

Volume: less than 1 cubic ft.

Dates: 1997-

The security officer processes requests to NFC for user identification for payroll clerks, notifies the individual and assigns a log-on password only; the user must choose his/her own password, which must be changed every 35 days. IDs drop out of the system if not used for 90 days. Types of access include keying, read-only, sensitive and non-sensitive. The security officer also provides access to the "mailbox" portion of FMIS (Financial Management Information System). This is essentially a printing plant link between NFC and the users.

Records created include current and previous years' chron files of completed requests, security violation reports (99 percent password errors), public access lists and annual audits of the FMIS ID list.

- a. Error reports. **Disposition:** *Temporary. Destroy after 90 days.*
- b. Chron files. **Disposition:** *Temporary. Destroy when 2 years old.*
- c. Access lists. **Disposition:** *Temporary. Destroy when superseded.*

23. 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.*

(The dispositions are current practice. Applicable program statement is 1232.3; the branch also references DOJ Order 2640.2c).

December 2, 1998

**BUREAU OF PRISONS - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE STAFFING SECTION
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The section is responsible (see PS 3000.02, 1995) for Unicolor staffing at the department head level and above, and for trainee staffing in the areas of inmate systems management, food service and safety. Section staff also handle retention and recruitment bonuses, merit promotions and age waivers, and develop crediting plans (i.e., KSAOs) for new positions.

Most files are covered by the GRS, particularly 1/9 and 1/32. The remainder are described below.

24. AGE WAIVER CASE FILES

Volume: 1 cubic foot

Dates: 1992-

Many BOP positions have an age limit beyond which individuals cannot be hired, but the Director can waive the requirement. Case files include memoranda to/from the warden at the institution, the original of the memorandum to the Director recommending approval, and supporting documentation such as SFs 171, resumes, and position descriptions. A tracking log is also maintained. Records may be restricted under (b)6 of the Freedom of Information Act.

a. Case files. **Disposition:** *Temporary. Destroy upon retirement or separation.*

b. Tracking log. **Disposition:** *Temporary. Destroy when 10 years old.*

25. CREDITING PLAN FILES

Volume: 2-3 cubic feet

Dates: 1988- (est.)

Records documenting development of the criteria for new positions. Categories include a listing of the duties, the rating procedure, a delineation of the elements to be rated, and scoring procedures. The file is maintained in two sub-series, one for central office and one for the field. Records are classified as confidential.

Disposition: *Temporary. Destroy when superseded.*

26. PRIORITY PLACEMENT LIST

Volume: 2 inches

Dates: 1988-

A listing of individuals not selected for particular positions, who receive priority consideration for future postings. Names are removed after three years. Documentation includes a tracking log, lists of individuals providing their present location and desired position/location, and the reasons (RIF, management reclassification, grievance resolution, etc.) for their inclusion.

Disposition: *Temporary. Destroy when 4 years old.*

**27. 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 - HUMAN RESOURCES MANAGEMENT DIVISION
RECORDS OF THE SES/WORKFORCE PLANNING UNIT
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The SES component of this (one-person) office's responsibilities is covered by GRS 1. Remaining files are described below.

28. INSTITUTIONAL FILES

Volume: 1-2 cubic ft. (est.)

Dates: 1989-

Sections from the Resource Management Subcommittee (RMS, q.v.) records pertaining to each institution. Includes copies of applicable sections from minutes of meetings, computer printouts, and memoranda requesting and justifying a position.

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

29. INTERNET CONTENT FILES

Volume: negligible

Dates: April 1998-

This office is responsible for the HRM component of the BOP home page, including creation, maintenance and reference. Files include a log of inquiries, quarterly status reports, and miscellaneous correspondence and memoranda.

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

30. RESOURCE MANAGEMENT SUBCOMMITTEE FILES

Volume: 2-3 cubic feet

Dates: 1989-

This Executive-staff-level body is responsible for determining non-Unicor staffing for new institutions and institutions undergoing a significant change in mission. Files include agendas, minutes and background material on the requested positions. Minutes are signed by the Director and sent to all committee members, but the Director does not retain them. This set is the original.

Disposition: *PERMANENT. Transfer to the National Archives in 10-year blocks when most recent record is 20 years old.*

31. STAFFING DATABASE

Volume:

Dates: 1990-

In-house automated system developed by former staff member to determine institutional staffing levels. (The system predates the establishment of the Office of Information Systems.) The number of positions in correctional services, unit management, inmate systems management, food service, recreation, education and so forth is based upon the type, location, security level and population of an institution.

Disposition: *RESERVED.*

32. 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.*

December 2, 1998