

**BUREAU OF PRISONS-COMMUNITY CORRECTIONS AND DETENTION DIVISION
RECORDS OF THE ASSISTANT DIRECTOR
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Community Corrections and Detention Division (CCDD) was established in 1989-90. Corrections and Detention were both formerly included in the Correctional Programs Division, they became the core of the new division. The National Office on Citizen Participation was established in 1992, and the Privatization and Special Projects Branch in 1995.

1 ADMINISTRATIVE AND REFERENCE FILES

Volume 8 cubic feet Dates: 1989-
Comments on policy drafts, copies of Congressional testimony, briefing files, budget and GAO material, and correspondence, memoranda and other documentation on topics such as DC inmates, development of Intensive Confinement Centers (ICCs) and office relocation
Disposition *Temporary. Destroy when 5 years old.*

2 CHRONOLOGICAL FILES

Volume 1-2 cubic feet (incl binders) Dates 1995-
Selective copies of outgoing correspondence (most are kept at the branch level)
Disposition *Temporary. Destroy when 5 years old.*

3 INACTIVE REFERENCE FILES

Volume 10 cubic ft (est) Dates 1982-92 (bulk 88-92)
Correspondence, memoranda, reports, publications and other records covering topics such as overcrowding, electronic monitoring, handling of Cubans, space utilization, and Senior Executive Service. Most of the series appears to be material which the former Assistant Director brought with him from his previous position as Warden of USP Marion. Approximately one-fourth to one-third of that material relates directly to that institution, including extensive documentation of the riot and subsequent lockdown.

(a) Records relating to USP Marion

Disposition *PERMANENT. Segregate files and transfer to the BOP Archives. Transfer to the National Archives when most recent file is 20 years old.*

(b) Remaining records

Disposition *Temporary. Destroy when 10 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*

**BUREAU OF PRISONS-COMMUNITY CORRECTIONS AND DETENTION DIVISION
RECORDS OF THE COMMUNITY CORRECTIONS BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The branch is responsible for BOP's 270 Community Corrections Centers (CCCs, also known as halfway houses), all of which are operated under contract. It also handles arrangements with the 300 jails which house federal prisoners. In addition to central office staff, there are 29 field offices and 13 management center administrators. Community Corrections is divided into three sections: Program Development, which is responsible for new initiatives, Contracting, which reviews, monitors, evaluates and ensures the integrity of all agreements, and Operations, which tracks field budgets, develops and presents training programs, assists in policy development and program review, and monitors escape reports and untimely releases.

Contracting Section Files

5 COMPREHENSIVE SANCTIONS CENTER STATEMENT OF WORK (SOW) FILES

Volume 1-2 cubic feet

Dates 1989-95 (?)

Narrative descriptions of all required components of CSCs, including administration, personnel, discipline, services, release preparation and programs. The last item covers offerings such as substance abuse education, surveillance and testing, financial responsibility, employment, life and family skills, community involvement, authorized absences and recreation. SOWs are something of a work in progress, 'generic' editions are given to the regions, who may or may not modify them for individual needs and situations. Partial and/or complete updates are performed on an as-needed basis.

Disposition *Temporary. Destroy when superseded or obsolete.*

6 CONTRACTING REFERENCE FILES

Volume 2-3 cubic feet

Dates 1982- (92- bulk)

Contract-related material not normally kept in the official contract file, which is maintained for reference. Includes correspondence, memoranda, reports, regional publications, glossaries, and copies of MOUs and court documents.

Disposition *Temporary. Destroy when 5 years old or no longer needed for reference.*

Operations Section Files

7 COMMUNITY CORRECTIONS REFERENCE FILES

Volume 3-4 cubic feet

Dates 1992-

Correspondence, memoranda, reports, manuals and copies of e-mail covering topics such as awards, affirmative action, BOPDOCS, branch retreats, staffing guidelines and home confinement.

Disposition *Temporary. Destroy when 5 years old.*

8 COMMUNITY CORRECTIONS SUBJECT FILES

Volume 6-7 cubic feet

Dates 1989- (91- bulk)

Bureau of Prisons-Community Corrections and Detention Division
Records of the Community Corrections Branch

2

Background files on programs such as MINT (Mothers and Infants), Intensive Confinement Centers (ICCs, i e boot camps), home confinement, and transitional services. Documentation includes reports, statistics, publications, manuals and copies of interagency agreements.

Disposition *Temporary. Destroy when 10 years old or no longer needed for reference.*

9 **CORRESPONDENCE**

Volume 3-4 cubic feet

Dates 1996-

Congressional and 'general' correspondence are filed in two separate alphabets, there is also a chronological file of information memoranda. Subjects are the standard requests and complaints from inmates and their families, private sector inquiries and complaints, and so forth.

Disposition *Temporary. Destroy when 5 years old.*

10 **ESCAPE REPORTS**

Volume 2-3 cubic feet

Dates 1996-

Copies of BOP forms noting name, date, location, sentence, offense, type of facility, notification of USMS and any public danger. Apprehensions are also noted. Data are taken from SENTRY.

Disposition *Temporary. Destroy when 10 years old.*

11 **INCIDENT REPORTS**

Volume 1 cubic foot

Dates 1996-

Copies of BOP form 583. Categories include name, date, location, type of incident, use of a weapon, any medical treatment, and a brief narrative. Major incidents (death, suicide, etc) are reported to the Deputy Attorney General under the Director's signature. Data are taken from SENTRY.

Disposition *Temporary. Destroy when 5 years old.*

12 **OPERATIONS SECTION REFERENCE FILES**

Volume 1-2 cubic feet

Dates 1989- (scatt)

Reference copies of items such as correspondence format, SENTRY codes, home confinement "historical" material, security designations and home confinement.

Disposition *Temporary. Destroy when 5 years old.*

13. **PROGRAM REVIEW FILES**

Volume 2-3 cubic feet

Dates 1991-

Section copies of reviews of various facilities.

Disposition *Temporary. Destroy when superseded or obsolete.*

14 **PROGRAM STATEMENT AND OPERATIONS MEMORANDA FILES**

Volume 6 cubic ft (est)

Dates 1986- (scatt)

Reference copies of current PSs and OMs, the branch's "official" set, superseded versions and drafts.

Disposition *Temporary. Destroy when superseded or obsolete.*

15 STRATEGIC PLANNING FILES

Volume 1-2 cubic ft

Dates: 1992-

Office copies of plans and the Division's input

Disposition *Temporary. Destroy when superseded or obsolete.*

16 TRAINING FILES

Volume 3-4 cubic ft

Dates 1989-

Lesson plans and scripts for subjects such as designation process, CC referral process, communications and public relations, inmate systems management and the role of the case manager Also included are lists of courses, evaluations, records of previous classes, hotel information, and so forth

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. [NOTE: Disposition predicated on my understanding that the records are not duplicated at the Training Center.]*

17 UNTIMELY RELEASES

Volume less than 1 cubic ft

Dates 1995-

Quarterly reports on inmates who were released either too early or too late data include name, date, reason, responsible party and follow-up action Data are provided by the Inmate Systems Management Branch of the Correctional Programs Division

Disposition *Temporary. Destroy when superseded or obsolete.*

18 VIDEOS

Volume 1-2 cubic ft

Dates 1985-95 (scatt)

Material from CO and regional offices, broadcast news, the American Correctional Association (ACA), the Sentencing Commission and other federal entities, covering topics such as sentence computation training

(a) Program-related records not duplicated elsewhere in agency files

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when no longer needed for agency business.*

(b) All other material

Disposition *Temporary. Destroy when superseded or obsolete.*

Program Development Section Files

19. CCC UTILIZATION RATES

Volume. 1 cubic ft (incl binders)

Dates. 1991-

Quarterly statistical reports providing the numbers of inmates released directly or to a CCC, and giving the current and previous FY occupancy percentages for CCCs Data are given by institution, region and total, classified by security level All data are from Key Indicators

System (KI/SS), which is compiled and maintained by the Office of Research and Evaluation in the Information, Policy and Public Affairs Division

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. [Disposition based on ease of use of hard-copy record.]*

20 JUVENILE BACKGROUND FILE

Volume 2 cubic ft

Dates 1994-

Correspondence, memoranda, reports, clippings, legal opinions, studies and other documentation relating to juvenile offenders

Disposition *Temporary Destroy when superseded or obsolete.*

21 JUVENILE REFERENCE FILE

Volume 2-3 cubic ft

Dates 1994-

Correspondence, memoranda and minutes of meetings from an internal working group on juvenile issues, survey of juvenile facilities, draft report and background material on youth in federal custody, talking points, ACA committee material and other documentation

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

22 POPULATION REPORTS

Volume 2-3 cubic ft

Dates 1992-97

Weekly and quarterly printouts from SENTRY of head counts, by region, race, ethnicity and gender Documents maintained for ease of reference

Disposition *Temporary Destroy when no longer needed for reference*

23 QUARTERLY FIELD REPORTS

Volume 2-3 cubic ft (incl binders)

Dates. 1991-

Statistical reports with narrative summaries providing total CCC designations for the agency, regions and individual institutions, total CCC referrals, total denials, with reasons, and ICC population totals and number failing to complete the program, with reasons These data are manually collected in the field, transmitted via the WAN, then manually keyed into a dBase program and massaged All data should be available on the Y drive of the file server The reports do not appear to circulate outside of the Division

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. [Electronic will be addressed as part of comprehensive survey.]*

24 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-COMMUNITY CORRECTIONS AND DETENTION DIVISION
RECORDS OF THE DETENTION DIVISION
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The branch was established approximately 20 years ago. Its main functions are housing prisoners for the United States Marshals Service (USMS) and Immigration and Naturalization Service (INS), which includes the approximately 1000 remaining Mariel Cubans, developing detention policy and providing oversight, and monitoring contract detention facilities.

25 CHRONOLOGICAL FILES

Volume 3-4 cubic feet

Dates 1994-

Branch copies of outgoing correspondence

Disposition *Temporary. Destroy when 5 years old.*

26 CONTRACT FACILITIES FILES

Volume 11 cubic feet (incl binders)

Dates 1991-

BOP currently has four detention centers run under contract by private firms, counties or municipalities. One facility has three BOP staff members on site, but their function is oversight only. All other on-site staff are employees of the contracting entities, BOP staff in regional offices perform periodic monitoring inspections. Record categories include correspondence and memoranda, monitoring reports, contract modifications, use of force and incident reports.

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

27 MARIEL CUBAN FILES

Volume 38 cubic feet (est)

Dates 1987- (est)

Correspondence and memoranda from attorneys and various officials regarding inmate status and movement. Also includes copies of medical and psychiatric documents. NOTE: All records duplicate material in the individual's A-file (basic INS case file).

Disposition *Temporary. Destroy 30 years after date of last entry in file.*

28 SUBJECT FILES

Volume 17 cubic feet (est)

Dates 1992-

Studies (BOP and other federal agencies) of crimes committed by aliens, contract files and related material for consulting psychologists, sex offender counseling and other services, correspondence and memoranda regarding division of responsibilities for detained aliens among BOP, INS, USMS and state correctional systems, correspondence, memoranda, reports and statistics on handling Marielitos, jail inspection reports and other files.

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

**29 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-COMMUNITY CORRECTIONS AND DETENTION DIVISION
RECORDS OF THE NATIONAL OFFICE ON CITIZEN PARTICIPATION
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

This function was detached from the chaplain's office and made a separate office in 1992. NOCP's mission is to promote and provide oversight for all Bureau volunteer programs, which include staff, inmates and citizens. The staff provide training for regional and institutional volunteer coordinators, assist volunteer coordinators in the field, participate in management assessment and program review, and coordinate BOP's annual Volunteer Recognition Program.

30 CENTRAL OFFICE VOLUNTEER FILES

Volume less than 1 cubic ft. Dates 1994-
Correspondence, memoranda and background files on local volunteer opportunities, particularly the Underground Railroad, and personnel-related material.
Disposition *Temporary. Destroy when 5 years old.*

31 INACTIVE PROGRAM FILES

Volume 3-4 cubic ft. Dates 1992-96
Background files on programs for juveniles, working files for program statements and annual awards programs, including numerous copies of nomination forms, and correspondence and memoranda with various private organizations such as the Girl Scouts.
Disposition *Temporary. Destroy when 5 years old.*

32 INSTITUTIONAL FILES

Volume 1 cubic ft. Dates 1995-
Copies of nomination forms, correspondence and memoranda related to program review, and occasional copies of programs from institutional awards ceremonies
Disposition *Temporary. Destroy when 3 years old.*

33 SUBJECT FILES

Volume 11 cubic ft (est) Dates 1991-
Monthly reports, background material for conferences, publications, brochures, articles, volunteer handbook, statistical data, and other files covering topics such as training development and agreements between an institution and the National Park Service.
Disposition *Temporary. Destroy when 10 years old.*

34 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-COMMUNITY CORRECTIONS AND DETENTION DIVISION
RECORDS OF THE PRIVATIZATION AND SPECIAL PROJECTS BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The branch is responsible for implementing the legislative mandate for privately-run federal correctional facilities. The first site, Taft, CA, has recently opened, other institutions are in the planning stage. The branch will also take over contracting for detention facilities from the detention branch. The 'special projects' component of their mission is coordination and support of the DC Transition Team, which is handling the transfer of inmates from the District of Columbia Department of Corrections (DCDC) to federal custody. The former CCDD Assistant Director is the head of the transition team, the official title is District of Columbia Corrections Trustee.

Privatization Files

35 MASTER FILES

Volume 1-2 cubic feet

Dates 1995- (bulk 97-)

Citizen inquiries and comments, budget and legislative background files, correspondence, memoranda and contract-related material regarding a potential site for a detention facility, OMB and interagency working group files on procurement integrity, and other records

Disposition *Temporary. Destroy when 10 years old.*

36 PRIVATIZATION FILES

Volume 1-2 cubic feet

Dates 1989- (bulk 95-)

Journal articles, legal opinions, inquiries from potential contractors, draft versions of statements of work (SOWs), studies of various aspects of privatization (BOP, other federal agencies, private firms), and analogous documents

Disposition *Temporary. Destroy when 10 years old.*

37 TAFT FILES

Volume 2-3 cubic feet

Dates 1995-

Correspondence, memoranda, minutes of meetings, draft and final SOWs and other records covering topics such as capacity rating, contract administration, environmental compliance, procurement schedules, staffing plans and activation procedures

Disposition *Temporary. Destroy when 10 years old or no longer needed for legal or administrative purposes.*

Special Projects Files

38 DC TRANSITION TEAM FILES

Volume 6 inches (incl binders)

Dates Sept 1997-

Minutes of the meetings, agendas, attendance lists, notes and logs of requests from DCDC

Disposition *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

39 REFERENCE FILES

Volume 1-2 cubic feet

Dates 1997-

Inquiries from DC employees regarding status, benefits and future employment, correspondence and memoranda between DCDC and BOP concerning staffing, training and equipment, budget files, background files on DC inmates, facilities and services, copies of DCDC contracts and other contract-related material, and other files

Disposition *Temporary. Destroy 10 years after completion of project.*

40 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.*