



**BUREAU OF PRISONS - INFORMATION, POLICY, AND PUBLIC AFFAIRS****RECORDS OF THE ASSISTANT DIRECTOR'S OFFICE****1. SUBJECT FILES**

Correspondence, memoranda, printouts, draft testimony, reports and other records covering topics such as the wardens' conference, budget, crime rates, computer security, and video arraignment.

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

**2. ASSISTANT DIRECTOR'S FILES**

Copies of reports, charts, statistics, talking points, journal articles, speeches, correspondence and memoranda covering topics such as population management, recidivism, Unicor, key indicators, federalization, and the division's organization and staffing.

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

**OFFICE OF PUBLIC AFFAIRS****3. CHRONOLOGICAL FILE**

The branch maintains the file in two sections, one of documents signed by the Director, and one of everything else.

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

**4. SUBJECT FILE**

Correspondence, memoranda and reports covering topics such as dedication guidelines, training, budget, briefing material, participation in the Beijing Women's Conference, and the transfer of Lorton Prison to Federal control.

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

**5. BRIEFING BOOKS**

Summary information compiled on an individual institution, used for press briefings and as background information for tour groups. Length varies with the size of the facility. Contents include an overview of the institution, a description of the programs it offers, statistics on the inmates and information on current staff. The series also includes a small amount of correspondence, memoranda and clippings held for eventual updates.

**Disposition:** *PERMANENT Transfer to the National Archives in 5-year blocks when most recent record is 10 years old*

## 6. MONDAY MORNING HIGHLIGHTS

BOP's internal weekly newsletter, documenting staff awards, retirements, activities at institutions, community service, appointments to posts such as the Board of Directors of Federal Prison Industries (FPI), and training programs.

**Disposition** *PERMANENT Transfer to the National Archives in 5-year blocks when most recent record is 10 years old*

## 7. PUBLICATIONS/ARCHIVAL COLLECTION

The BOP Archives contains records from the establishment of the agency in 1930, plus reports for the three prisons whose creation predates the Bureau. In addition to the series previously described, some of the major holdings include: other newsletters and brochures from the 1930s-1960s, Unicor Annual Reports from 1935, minutes of FPI Board meetings from 1934 (printed and typescript), Statistical Reports from 1961-93 (no longer published), Research Reports from the late 60s to early 80s, subject files of the General Counsel from the 60s and 70s, and Executive Staff Papers from 1974 on. The papers of several previous Directors are also on file, as are a number of oral history interviews, and interviews and other documentation compiled after the riots at the Atlanta, Oakdale and Talladega facilities.

**Disposition:** *PERMANENT Transfer files in 10-year blocks when most recent record is 20 years old*

## 8. PHOTOGRAPHS

The BOP Archives holds a few photographs dating from the early 20th century, but the great majority of the holdings are from the 1960s and later. The majority of the prints are actually copies of records accessioned some years ago by the National Archives, but there are also photos (late 1980s-) from the Office of Public Affairs which were used in publications, and color recruitment photos, with negatives, from the early 90s. The (minimally captioned) slides date largely from the 1960s and 70s and document agency facilities. The original negatives also date from the 60s and 70s, and, like the slides, have only basic caption information. Copy negatives made of selected items are maintained in a separate file. The BOP Archives also holds a few photo albums dating from the 1930s and 40s, documenting, for example, the Terre Haute facility and providing an overview of the Federal Prison System.

- A. 1. General Print Copy File (b/w and color). Copies of prints sent to NARA in an earlier transfer. Exceptions are early photographs of various facilities with color coded identification. Examples are photos of Leavenworth and Atlanta on cardboard backings

**Disposition:** *PERMANENT All images not previously transferred to NARA Transfer existing files immediately Transfer future files when five years old*

2. Remaining copies

**Disposition:** *Temporary BOP Archives will destroy copies when no longer needed*

- B. Copy Negatives (35 mm). Negatives produced from duplicate print file (A. above) In addition, there are shots of BOP documents or artifacts. The negatives have been produced so that the BOP Archives can provide quick responses to commonly asked questions. A Project for inserting 35-mm strips in protective sheets together with proof sheets, in a three ring binder is incomplete.

**Disposition:** *Temporary BOP Archives will destroy when no longer needed*

- C. Public Affairs Office Photographic Files.

1. Recruitment file (color prints and transparencies) originated in Recruitment Office of Human Resources Management Division shot for use in agency department publications.
2. Facilities File (color prints, no negatives). The images originated in Facilities Branch or in the successor Design and Construction Branch and were sent to Public Affairs Office for use in agency publications or for distribution These are largely exterior and aerial shots of new prisons. Others are interior shots, renderings, and other graphics.
3. Miscellaneous photographs.
4. Photographs used in publications.

**Disposition:** *PERMANENT Transfer existing files to NARA immediately and transfer future files when five years old*

- D. Color Slides Files. Slides prepared for slide shows, primarily of facilities.

**Disposition:** *PERMANENT Transfer existing files to NARA immediately and transfer future color slide additions when they are five years old*

- E. Photograph Albums.

1. FCI La Tuna, TX Women's Auxiliary Photo Album/Scrapbook (14"x12"x3" Leather Album, engraved cover – dated 1949.) It contains original women's auxiliary programs, memos etc., original newspaper articles, and B/W photos of auxiliary members, staff etc (most photos are identified).
2. USP Terre Haute, Indiana Photo Album. (11"x13"x4" Cloth covered album, dated 1948). It contains B/W photos (nearly all captioned) of institution buildings & grounds, inmate programs and activities.

3. USP Alcatraz, California Photo Album, not dated. (18"x23"x1" Cloth covered album, not dated). 19 pages ( most have four 8x10 photos per page, some double-sided). Contains B/W photos of institution buildings & grounds, industries area, officer/family housing area and family activities. Fort Mason (S F.) dock and island dock areas, and 2 large (10"x20") photos (island view from west, and aerial overhead view) on inside of front & back covers (Most are duplicates of photos already in NARA collection.)

**Disposition:** *PERMANENT Transfer to NARA after BOP has an opportunity to make "copystand" negatives*

## 9. VIDEOTAPES and FILM

Approximately 100 of the 900+ items concern the Atlanta, Oakdale and Talladega riots. Other items include copies of agency-related network broadcasts (see item 13), wardens' conferences, interviews, speeches, dedication and retirement ceremonies, and training. There is also a fairly small selection of commercial tapes on topics such as AIDS.

**Disposition:** *PERMANENT Transfer records in 5-year blocks when most recent record is 5 years old Earlier transfer authorized if preservation concerns warrant*

## 10. SPEECHES

Official speeches of the Director, some with autograph corrections and/or addenda, given to professional associations, religious and political organizations, university students and other groups.

**Disposition:** *PERMANENT Transfer to the National Archives in 5-year blocks when most recent record is 10 years old*

## RECORDS OF THE PUBLIC INFORMATION UNIT

## 11. INMATE FILES

Correspondence, memoranda, news clippings and other material regarding high-profile inmates, such as Aldrich Ames. Documentation includes copies of his letters regarding prison conditions, correspondence regarding interviews, restrictions, and alleged regulatory violations, and copies of interview agreements.

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

## 12. INSTITUTIONAL FILES

Correspondence, memoranda, news clippings and other files documenting media relations and activities at Bureau facilities.

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

## 13. MEDIA FILES

Records documenting contact with various media entities, such as the Christian Science Monitor, Court TV, 60 Minutes, Arts and Entertainment, Dallas Morning News, and so forth. File includes correspondence and memoranda on procedures for handling inquiries, requests for inmate interviews and information on inmate status, and responses thereto

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

## 14. PRESS RELEASES

Press releases issued by all BOP offices nation wide and sent to the public information unit for collection.

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

## 15. SUBJECT FILES

Correspondence, memoranda, wire service documents, news clippings, and other documentation maintained on topics such as Mariel Cubans, the death penalty, prison design, prison population, overcrowding, and privatization.

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

### RECORD OF THE CONGRESSIONAL AFFAIRS UNIT

## 16. CONGRESSIONAL CORRESPONDENCE

Correspondence with members of Congress concerning matters such as inmate status, prison construction, and perceived conflicts with Unicor. The head of the unit maintains any 'sensitive' files in his office, for reference in the event of any questions.

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

## 17. HEARINGS FILES

Copies of testimony and other statements given by the Director and other BOP officials at Congressional hearings.

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

## 18. INMATE AND INSTITUTION FILES

Correspondence, memoranda, reports and printed material regarding inmates and institutions which are the objects of Congressional interest.

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

## 19. LEGISLATIVE FILES

Correspondence, memoranda, copies of legislation, and reports provided in response to Congressional requests. Most of the latter seem to originate at DOJ; BOP is one of several responders. Topics include crime victims, crime control, illegal immigration, and so forth.

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

## 20. REFERENCE FILES

Correspondence, memoranda, reports, copies of legislation and testimony, and published material providing information on topics such as FPI, kosher meals, chain gangs, boot camps, environmental issues, and privatization.

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

## 21. TOUR FILES

Briefing books, clippings, correspondence, memoranda, and other documentation compiled for tours of various institutions by the Director, members of Congress, other government officials, and private groups.

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

### OFFICE OF SECURITY TECHNOLOGY

The office was established in 1991, to develop Bureau-wide standards for products used in securing prison facilities, such as fences, surveillance cameras, and weaponry and bomb detectors. Their findings are provided to the requesting office via a memorandum report, and are also covered in an occasional publication, *Alerts*. Staff members formerly kept all background material for their projects; the office has only recently established a central working file. All other files examined were non-record materials provided by vendors. OST staff has also recently begun discussions with the National Institute of Justice (NIJ) about placing some of their information on NIJ's electronic system, JUSTNET.

## 22. ALERTS

Occasional publications reporting the office's findings on the various systems and items which they have been asked to examine. *Alerts* are distributed on a limited basis, more for commercial and legal than security reasons.

**Disposition:** *PERMANENT Transfer to the National Archives in 5-year blocks when most recent record is 25 years old*

## 23. REPORTS

Formal response to an inquiry from another Bureau office regarding selection of security equipment of system. Report categories include Bureau requirements, method of assessment, description of technology, testing procedure, testing results, recommendation and product information. The documents are subject to the same distribution limitations as *Alerts*.

**Disposition:** *PERMANENT Transfer to the National Archives in 5-year blocks when most recent record is 25 years old*

## POLICY INFORMATION RESOURCE MANAGEMENT BRANCH

## 24. REFERENCE INFORMATION FILE

Three duplicate series of records arranged separately for ease of reference consisting of the SUBJECT FILE (alphabetical by subject), CHRONOLOGICAL FILE (by date) and Office File (by office of creation). Records are copies of documents created in other offices: consisting of correspondence, memoranda, comments, drafts and tracking notices regarding the development and dissemination of new and revised Program Statements and Operations Memoranda.

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

## 25. DIRECTIVES FILE

Official folders documenting development and revision of agency Program Statements. Contents of a typical [modern] file include annual review and certification forms, coordination and summary forms, comments, policy abstract, sample forms which implementation of the PS will create, and draft and final versions of the statement.

**Disposition:** *PERMANENT Transfer to the National Archives in 5-year blocks when most recent record is 25 years old*



## 26. INFORMATION SECURITY FILES

Activities include developing contingency plans for institutions, collecting and transmitting statistics on computer viruses and policy violations to the Department of Justice, and ensuring agency-wide LAN and hard drive security. Correspondence, including e-mail, memoranda and other documentation regarding topics such as program review, incident reports, and computer viruses.

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

## OFFICE OF RESEARCH AND EVALUATION

The office produces, both in-house and under contract, academic studies of all aspects of prison life, covering staff members as well as inmates. A few examples include examining work-release programs for adult felons, a profile of Vietnam veterans in the federal prison system, and staff perceptions of opportunities for advancement.

## ~~27. RESEARCH REPORTS~~

~~Arranged alphabetically by name of author. An automated subject index is available for research reports written after 1982.~~

~~Reports based on studies of programs, policies, inmates, and staff in Federal prisons  
Topics include inmate behavior patterns, recidivism, rehabilitation, inmate education programs, inmate classification procedures, prison violence, prison medical care, work release, psychiatric services, juvenile offenders, post-release employment, inmate discipline and prison rule enforcement, female inmates, religious issues, parole, inmate gangs, inmate grievance procedures ("Administrative Remedies"), prison crowding, drug use and drug treatment, the economic impact of prisons upon local communities, prison industries, staff attitudes, staff training and professionalism, job satisfaction among BOP employees, halfway houses, high security operations, and issues related to prison architecture.. Most of the reports were written by Bureau of Prisons' research analysts as part of their official duties. Also included are a number of doctoral dissertations by Bureau staff members and others.~~

~~**Disposition:** *PERMANENT Covered by NI-129-91-1 Break off at 15 year intervals  
Transfer with finding aid(s) to NARA after 30 years, or when no longer needed for further research or administrative purposes.*~~

## 28. RESEARCH PROPOSALS

Filed separately from reports. The packets contain the proposal and the documentation generated in the course of examining it. Examples include a memorandum noting review and approval by an institutional committee, and the Assistant Director's notification of the applicant.

**Disposition:** *Temporary Destroy when 6 years old*

## 29. ELECTRONIC VERSION OF RECORDS CREATED BY WORD PROCESSING AND SPREADSHEET APPLICATIONS AND RECEIVED BY ELECTRONIC MAIL

Electronic copies of records that are created on electronic mail and word-processing systems and used solely to generate a recordkeeping copy of the records covered by items 1-6 and 10-28. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- A. Copies of records covered by items 1-6 and 10-28 that have no further administrative value after the first recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

**Disposition:** *Temporary Destroy/delete within 180 days after the recordkeeping copy has been produced*

- B. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** *Temporary Destroy/delete when dissemination, revision, or updating is completed*