

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>01-129-99-15</i>	
		DATE RECEIVED <i>2-19-99</i>	
1 FROM (Agency or establishment) Federal Bureau of Prisons		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Management & Specialty Training Center			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Omar Herran	5. TELEPHONE (202) 514-2254	DATE <i>11-13-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>2-19-99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>Information Mgmt. Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>SEE ATTACHED</p> <p>All changes to this proposed schedule have been approved by:</p> <p><i>Cary C. Conn</i> <i>8/24/00</i> <i>[Signature]</i> <i>8/24/00</i> NARA appraiser date Agency representative date</p> <p style="margin-top: 20px;"><i>Agency, NR, NWMD, NWMLA</i></p>		

BUREAU OF PRISONS - MANAGEMENT & SPECIALTY TRAINING CENTER

RECORDS OF THE DIRECTOR AND SENIOR STAFF

MSTC is the focus for practically all of BOP's training for managerial positions and positions either particular to or significantly altered by a correctional setting. Course examples include New and Advanced Lieutenants, New Captains, Reading Teachers, Education & Recreation Management, Inmate Systems Supervisors and New Chaplains.

As at many BOP facilities, activities at the MSTC are divided sub functions such as Operations and Programs, each of which is headed by an Assistant Director. Operations covers support functions such as human resources, financial management and employee development. In addition to the actual training classes, Programs includes curriculum development and instructional technology.

1. CURRICULUM PACKAGES

Records documenting all aspects of a training course. Categories may include needs assessment, work-guide agenda, lesson plans, close-out meeting, miscellaneous memoranda, and pre- and post-test results. As an example, the lesson plan for the New Associate Wardens class covers career development, counseling, safety, mathematics and budget, supervision and management, and writing. The series also includes material on cross-development training and annual refresher training (ART), which is a BOP requirement.

Disposition: *Temporary Destroy records when 5 years old*

2. JOB TASK ANALYSES AND VALIDATIONS

Job task analyses (JTAs) are an intensive functional breakdown of positions to determine emphases in curriculum development. Hard copy records are in seven binders: four active, two "archive" and one index. The actual analyses are detailed tabular listings of the components of all significant aspects of a position; validations are the subsequent updates of the initial analyses. The information upon which they are based is taken from questionnaires given to a representative group of employees, scanned and put into SPSS for ease of manipulation, and then compiled to determine 'critical' order. Raw data files are nearly complete for 1996 and thereafter, but sporadic before that date.

(a) Hard copy files.

Disposition: *Temporary Destroy when 2 years old or when superseded, whichever is later*

(b) Word processing copies

Disposition: *Temporary Delete when 2 years old or when superseded, whichever is later.*

3. STUDENT TRAINING RECORDS

Arranged alphabetically by name of student. Personal data sheets, questionnaires, exam answer sheets, instructors' evaluations of students, correspondence, memoranda, reports and other files generated in training classes.

Disposition: *Temporary Destroy when 5 years old or when no longer needed for administrative purposes, whichever is later*

4. MSTC SUPPLEMENTS

Directives specific to MSTC which amplify applicable Program Statements. Topics include contact with news media, emergency procedures and duty officer procedures.

Disposition: *PERMANENT Transfer one set to the National Archives¹ in 5-year blocks when most recent record is 20 years old*

5. MEETING MINUTES

Consolidated file of minutes of internal committees, such as financial management training, labor-management relations, training technology, and so forth.

Disposition: *Temporary Destroy when 2 years old*

6. REFERENCE FILES

Correspondence, memoranda, reports and other documentation covering topics such as affirmative action, training schedules and requests for nominees for a course development group.

Disposition: *Temporary Destroy when 3 years old*

7. PRODUCTION FILES

Records documenting development of videotape and multimedia training presentations. Files may include the proposal, production log, copyright and talent releases, copies of purchase orders, script development, flow charts, storyboards, meeting minutes, technical requirements and miscellaneous memoranda. Multimedia files may also contain laser videodisks and floppy disks.

A. Scripts, Copyrights and Talent releases

Disposition: *PERMANENT Transfer to NARA with master copy of the Videotape*

¹Denver regional facility

B. All other materials.

Disposition: *Temporary Destroy when superseded, obsolete, or no longer needed for reference*

8. VIDEOTAPES

Tapes made for a variety of instructional situations. Subjects include automated prisoner transfer, telemedicine in BOP, use of force, Admax overview, substance abuse and escort procedures.

Disposition: *PERMANENT Transfer master copy to NARA when 5 years old*

9. ELECTRONIC MAIL AND WORD PROCESSING RECORDS.

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 and 3-6. 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 and 3 -7 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*