

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 ADMINISTRATIVE OFFICE OF THE U.S. COURTS

2. MAJOR SUBDIVISION
 OFFICE OF COURT PROGRAMS

3. MINOR SUBDIVISION
 FEDERAL CORRECTIONS AND SUPERVISION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
 Hilda F. Mayberry (202) 273-1439

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-116-96-5*

DATE RECEIVED *3-15-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *6-26-97* ARCHIVIST OF THE UNITED STATES *John W. Carl*

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 1 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 *3/13/96* SIGNATURE OF AGENCY REPRESENTATIVE *Mike D'Onofrio* TITLE Interim Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached sheets for description of items and proposed disposition.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO.	PAGE 1 OF 1
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>FEDERAL CORRECTIONS & SUPERVISION DIVISION</u></p> <p>The Federal Corrections & Supervision Division provides general oversight, policy guidance, management assistance, training, and program evaluation to federal probation and pretrial services offices.</p>		
1.	<p><u>Firearms Instructors Certification Database.</u></p> <p>List of names and addresses, in electronic form, of officers in all federal judicial districts who are certified in firearms training. Dates of the latest certification and projected dates for recertification (every two years) are also collected to enable scheduling of classes.</p> <p>Dispositon: Destroy 3 years after final certification or 3 years after employee separation, whichever is sooner.</p>		
2.	<p><u>"Home Confinement (HC) Participant Tracking System".</u></p> <p>System contains statistical data concerning progress and effectiveness of HC program. Data includes participant name, district, Probation or Pretrial Services office, marshall number, docket number, offense, and various data pertaining to participants nationwide who are in the program such as begin date, termination date, reason terminated. Data are reported in the Prob 60 - Home Confinement Program - Participant Tracking Form.</p> <p>Disposition: Dispose 20 years after termination of supervision.</p>		