

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> <i>NI 129-00.5</i>	
<b>1 FROM (Agency or establishment)</b> <b>FEDERAL BUREAU OF PRISONS</b>		<b>DATE RECEIVED</b> <i>1. 20. 2000</i>	
<b>2. MAJOR SUBDIVISION</b> <b>FEDERAL CORRECTIONAL FACILITIES</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
<b>3 MINOR SUBDIVISION</b> <b>(SEE ATTACHED)</b>			
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> <b>OMAR HERRAN</b>			
<b>5. TELEPHONE</b> <b>(202) 514 - 2254</b>		<b>NOTIFICATION TO AGENCY</b>	
<b>6. AGENCY CERTIFICATION</b> 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,		<b>DATE</b> <i>7-6-00</i>	
<input checked="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		<b>ARCHIVIST OF THE UNITED STATES</b> <i>[Signature]</i>	
<b>DATE</b> <i>01-10-2000</i>	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>[Signature]</i>	<b>TITLE</b> <b>CHIEF, INFORMATION MANAGEMENT OFFICE</b>	
<b>7. ITEM NO.</b>	<b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b>  (SEE ATTACHED)	<b>9. GRS OR SUPERSEDED JOB CITATION</b>	<b>10. ACTION TAKEN (NARA USE ONLY)</b>

## **Federal Bureau of Prisons: Record Group 129**

### **Federal Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)**

#### **PHYSICAL FACILITIES PROGRAM**

##### **1. INSPECTIONS RECORDS**

Copies of all required inspection reports, provided to the Regional Administrator at specified intervals. These include buildings and grounds, boilers, electrical, gas line and lead paint abatement.

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

##### **2. LOG BOOKS**

Tracking records for operating equipment such as boilers, generators and furnaces.

**Disposition:** *Temporary. Destroy 2 months after equipment is replaced.*

##### **3. MAJOR WORK ORDER CASE FILES**

Records maintained on all projects costing between \$10,000 and \$500,000. Files include correspondence, memoranda, tracking logs, contractor submissions, financial records and technical data.

**Cutoff:** *Annually (fiscal year)*

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

##### **4. MONTHLY REPORTS**

Consolidated report to the Regional Administrator, usually providing a narrative overview and minutes of staff meetings. Standard topics include number of work orders, security, budget, statistics, completion statistics and funds expended.

**Disposition:** *Temporary. Destroy when 1 year old*

##### **5. ELECTRONIC MAIL AND WORD PROCESSING RECORDS**

**Disposition:** *Temporary. Delete after the recordkeeping copy has been produced.*