

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-129.00.14</b>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <b>1-28-00</b>	
2. MAJOR SUBDIVISION REGIONAL OFFICES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN	5. TELEPHONE  (202) 514 - 2254	DATE <b>6-6-01</b>	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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>1-27-2000</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

*7/11 06/07/01 Copy to NR*

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

REGIONAL OFFICE - RECORDS OF THE INMATE EDUCATION ADMINISTRATOR

Inmate Education Administrators monitor, track, and analyze inmate educational data, facilitate communication and promote and/or provide training for institutional inmate education staff within the region. Inmates who lack a high school diploma or are not proficient in English are respectively required to enroll in GED or ESL classes.

**1. INSTITUTIONAL FILES**

Budget documentation, information on curricula, minutes of staff meetings, GED data, monthly recreation reports, annual reports, reports on operational reviews, quarterly education rosters, and other documentation. Files are maintained in both hard copy and electronic (word processing) format.

**A. Paper copies.**

**Disposition:** *Temporary. Destroy when 3 year old or when no longer needed, whichever is later.*

**B. Electronic copies.**

**Disposition:** *Temporary. Delete after a paper copy has been placed in the file or when no Longer needed. If the paper file is no longer maintained as the official copy, the electronic copy is to be deleted when 3 years old.*

**2. REFERENCE FILES**

Background material on GED, ESL and other basic education courses and on wellness and recreation programs. The series also includes records on development of program statements and the verification of GED completion, enrollment statistics, journal articles, and material from various contractors.

**Disposition:** *Temporary. Destroy when 3 years old.*

**3. SUBJECT FILES**

Correspondence, memoranda, reports and other documentation on topics such as ethics, the law library, recreation programs, professional organizations, budget, career counseling and a recreation supervisors' conference. Copies of Executive Staff papers, handbooks and training manuals are also included.

**Disposition:** *Temporary. Destroy when 3 years old.*

**4. ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEMS 2 - 3 REGIONAL OFFICE INMATE EDUCATION ADMINISTRATOR.**

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