

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>NI 129.00.17</i>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>1.28.00</i>	
2 MAJOR SUBDIVISION REGIONAL OFFICES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		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 <i>1-27-2000</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Omar Herran]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION (SEE ATTACHED)	9 GRS OR SUPERSEDED JOB CITATION	10.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)

gsl 06/07/01
copy to NR

Federal Bureau of Prisons: Record Group 129

REGIONAL OFFICE - RECORDS OF THE MECHANICAL SERVICES AND FACILITIES ADMINISTRATOR

The office has oversight responsibility for capital improvement (Building & Facilities, or B & F) projects at the institutions. These funds do not expire at the end of the fiscal year. Regional offices have independent contracting authority for smaller projects; the related files will not be duplicated at the central office. Most of the documentation in the regional office is copies of institutional records. The common series may also be maintained, as well as GRS materials.

1. INSPECTIONS FILES

Copies of all required inspection reports, from institutions, including buildings and grounds, boilers, electrical, gas line and lead paint abatement.

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

2. INSTITUTIONAL FILES

Records documenting physical plant maintenance and additions. Categories include contracting, reports on matters such as life safety and accessibility, monthly reports on open projects, internal inspection reports, and reports on current and completed B & F and major work orders. An increasing percentage of this documentation is transmitted and filed electronically. (*Record set of drawings is maintained by the Design and Construction Branch of the Administration Division in Central Office*).

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

3. REGIONAL REFERENCE AND SUBJECT FILES

Correspondence, memoranda, reports and background material on topics such as activations, accessibility, Y2K, and fuel supply agreements.

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

4. **ELECTRONIC COPIES OF RECORDS CREATED ON ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS FOR ITEMS 1 - 3 REGIONAL OFFICE - FACILITIES.**

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