TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  WASHINGTON, DC 20408  I FROM Agency or establishment)  FEDERAL BUREAU OF PRISONS  Z MAJOR SUBDIVISION  (SEE ATTACHED)  A NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN  B AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies,  Is not required;  Is attached;  B AGENCY CERTIFICATION  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  CHIEF, INFORMATION MANAGEMENT OFFICE  PAGENCY SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  CHIEF, INFORMATION MANAGEMENT OFFICE  ONTHER AND PROPOSED DISPOSITION  (SEE ATTACHED)	REQUEST FOR RECORDS DISPOSIT (See Instructions on reve	JOB NUMBER			
TROM (Agency or establishment)  FEDERAL BUREAU OF PRISONS  Z MAJOR SUBDIVISION  CENTRAL OFFICE  3 MINOR SUBDIVISION  (SEE ATTACHED)  4 NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN  6 AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record 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 Federa Agencies,  I is not required;  I is not required;  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  SIGNATURE OF AGENCY REPRESENTATIVE  8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)  NO (SEE ATTACHED)	TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)		1		
EDERAL BUREAU OF PRISONS  2 MAJOR SUBDIVISION  CENTRAL OFFICE  3 MINOR SUBDIVISION  (SEE ATTACHED)  4 NAME OF PERSON WITH WHOM TO CONFER  5 TELEPHONE  OMAR HERRAN  (202) 514 - 2254  6 AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies,  I is not required; is attached; or has been requested.  DATE  3 -2 - 2 - 2 - 0 OMARTH OFFICE  7 B DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)  In accordance with the provisions of 44 U. S.C. 3303a the disposition is approved except for equest, including anexhanes, is approved except for equestion in the disposition of 44 U. S.C. 3303a the disposition of 44 U. S.C. 3303a the disposition of valuation to equest on "withdraws" in column 10  DATE  AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposition of its record and that the records proposed for disposition of its record and that the records proposed for disposition of its record and that the records proposed for disposition of its record and that the records proposed for disposition of its record and that the records proposed for disposition of its record and that the records proposed for disposition of its record and that the records proposed for disposition of its record and that the proposed for disposition of its record and the proposed for disposition of its record and the	,				
2 MAJOR SUBDIVISION  CENTRAL OFFICE  3 MINOR SUBDIVISION  (SEE ATTACHED)  4 NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN  (202) 514 - 2254  6 AGENCY CERTIFICATION 1 hereby certify that 1 am authorized to act for this agency in matters pertaining to the disposition of its record page(s) are not now needed for the busines 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 Federa Agencies,  is not required; is attached; is attached; and that written concurrence from the GAO Manual for Guidance of Federa Agencies,  Is not required; is attached; Title 8 of the GAO Manual for Guidance of Federa Agencies,  BAS DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)  1 SEGNATURE OF AGENCY REPRESENTATIVE  TITLE  CHIEF, INFORMATION MANAGEMENT OFFICE  9 GRS OR  10 ACTION  SUPERSEDED  10 ACTION  TAKEN (NAR.  JOB CITATION)  10 ACTION  TAKEN (NAR.  JOB CITATION)  10 ACTION  SUPERSEDED  TAKEN (NAR.  JOB CITATION)  10 ACTION  SUPERSEDED  TAKEN (NAR.  JOB CITATION)  10 ACTION  TAKEN (NAR.  JOB CITATION)			NOTIFICATION TO AGENCY		
MINOR SUBDIVISION  (SEE ATTACHED)  4 NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN  (202) 514 - 2254  6 AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record 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 writter concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federa Agencies,  Is not required; is attached; or has been requested.  DATE  3 -2 - 2000  A DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)  S DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)			In accordance with the pro	visions of 44	
(SEE ATTACHED)  4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN  (202) 514-2254  6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record 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 Federa Agencies,  Is not required; is attached; or has been requested.  DATE  3-2-200  3 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  SUPERSEDED  TAKEN NAME  THE  CHIEF, INFORMATION MANAGEMENT OFFICE  9 GR OR SUPERSEDED  TAKEN NAME  10 ACTION  USE ONLY)  (SEE ATTACHED)	CENTRAL OFFICE		including amendments, is approved except for		
A MAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN  OMAR HERRAN  (202) 514 - 2254  ACENCY 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 busines 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 Federa Agencies,  is not required; is attached; or has been requested.  DATE 3 - 2 - 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		approved" or "withdrawn"	n column 10		
6 AGENCY CERTIFICATION 1 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 busines 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 Federa Agencies, agencies, agencies, agencies is attached; or has been requested.  DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE  3-2-2000 CHILDRAN SUPERSEDED SIGNATION MANAGEMENT OFFICE  PART OF THE SIGNATURE OF AGENCY REPRESENTATIVE SIGNATURE OF AGENCY REPRESENTATI			DATE ARCHIVIST OF TH	E/UNITED STATES	
I hereby certify that I am authorized to act for this agency in matters pertaining to the/disposition of its record and that the records proposed for disposal on the attached page(s) are not now needed for the busines 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 Federa Agencies, is not required; is attached; or has been requested.  DATE SIGNATURE OF AGENCY REPRESENTATIVE  3 - 2 - 2 0 0	OMAR HERRAN	(202) 514 - 2254	8-10-00 CHAN.	Carl	
DATE 3-2-2000 CHART TO FACE OF AGENCY REPRESENTATIVE TITLE CHIEF, INFORMATION MANAGEMENT OFFICE  7	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,				
TITEM 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB CITATION USE ONLY)  (SEE ATTACHED)  CHIEF, INFORMATION MANAGEMENT OFFICE  9 GRS OR SUPERSEDED JOB CITATION TAKEN (NAR USE ONLY)					
TAKEN (NAR. USE ONLY).  (SEE ATTACHED)  TAKEN (NAR. USE ONLY).					
	ITEM 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		SUPERSEDED	TAKEN (NARA	
115-109 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 3-5	agences mums	J. Y.R. Y.	WCT		

Opy hankdelivered to agency, 8/17/00 the

STANDARD FORM 115 (REV 3-91) Prescribed by NARA 36 CFR 1228

## Federal Bureau of Prisons: Record Group 129

# CENTRAL OFFICE - OFFICE OF THE GENERAL COUNSEL LITIGATION BRANCH

Litigation case files are covered by N1-129-88-2. The closed cases currently occupy 4 space-saver compartments in the branch's office (est.100 cubic feet). Other files are described below.

#### 1. Reference Files

Correspondence, memoranda, reports, publications and copies of court documents reflecting ongoing branch activities. Selected topics include compassionate release, the Americans with Disabilities Act, tort claims, privatization, and the status of FOIA litigation.

**Disposition**: Temporary. Destroy when 5 years old.

## 2. Representation Requests

Case files documenting employee requests to be represented by the Government in suits alleging violation of constitutional rights. The requests, initiated by submission of DOJ Form 399, are forwarded to the Department of Justice for approval and returned to BOP so that the agency can officially notify interested parties, including the US Attorney responsible for the case. As the Director or another high-ranking official is normally listed as the defendant, the representation request officially states their noninvolvement in the matter and prevents any personal liability.

**Disposition**: Temporary. Cut off on close of case. Destroy 3 years after close.

### 3. Tracked (Controlled) Correspondence

The branch's portion of correspondence assigned from the Executive Secretariat with a specified reply date, covering matters such as inmate status, requests for information, citizen complaints, and aspects of cases.

**Disposition**: Temporary. Destroy when 5 years old.

4. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-3 of the Litigation Branch schedule.

**Disposition**: Temporary. Delete after record keeping copy has been produced.