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 ONTHER AND PROPOSED DISPOSITION SUPERISEDED TAKEN INAR JOB CITATION TAKEN INAR USE ONLY)	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 harden (valuation) 1 has been requested. CHIEF, INFORMATION MANAGEMENT OFFICE TITLE CHIEF, INFORMATION MANAGEMENT OFFICE TAKEN INVARIANO (SEE ATTACHED)	,				
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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	
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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)					
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115-109 NSN 7540-00-634-4064 STANDARD FORM 115 (REV. 3-5	agences mums	J. Y.R. Y.	WCT		

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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.