

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 <i>71-129-00-25</i>	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>4-28-00</i>	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>8-10-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3-2-2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		
<i>Agency NWMD NR NWCT</i>			

CO_OGC ADMINISTRATIVE COMPLAINTS AND ETHICS BRANCH

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - OFFICE OF THE GENERAL COUNSEL
ADMINISTRATIVE COMPLAINTS AND ETHICS BRANCH

1. Controlled Correspondence

Incoming correspondence assigned to the branch by the Executive Secretariat.

Disposition: *Temporary Destroy when 5 years old.*

2. Ethics Opinions

Official responses to employee questions such as the solicitation of inmates for charitable causes, charitable fundraising for co-workers, copyright, future or outside employment, and holding of political office. Series consists of the inquiry and response; records are maintained in 3-ring binders. NOTE: Material is subject to restriction under exception (b)6 of the Freedom of Information Act.

Disposition: *Temporary. Cut off at the end of the calendar year. Destroy 7 years after cut off or when no longer needed for reference, whichever is later.*

3. Ethics Reference File

Journal articles, memoranda, and other documentation maintained on subjects such as privatization, conflict of interest, and whistleblowers.

Disposition: *Temporary. Destroy when 7 years old or when no longer needed for reference, whichever is later.*

4. Outside Employment Requests

Correspondence, memoranda and forms responding to employee inquiries regarding outside employment within their field. NOTE: Material is subject to restriction under exception (b)6 of the Freedom of Information Act.

Disposition: *Temporary. Destroy when 10 years old.*

5. Outside Travel Requests

Correspondence, memoranda and forms relating to employee requests to approve travel (to speak at a conference, provide training, etc.) that will be paid for by a private entity.

NOTE: Material is subject to restriction under exception (b)6 of the Freedom of Information Act.

Disposition: *Temporary. Destroy when 10 years old.*

6. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-5 of the Administrative Complaint and Ethics Branch schedule.

Disposition: *Temporary Delete after the record keeping copy is produced.*