

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 <div style="font-size: 1.2em; font-family: cursive;">71-129-00-32</div>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <div style="font-size: 1.2em; font-family: cursive;">9-8-00</div>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <div style="font-size: 1.2em; font-family: cursive;">12-20-00</div>	
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.		ARCHIVIST OF THE UNITED STATES <div style="font-size: 1.2em; font-family: cursive;">John W. Paul</div>	
DATE <div style="font-size: 1.2em; font-family: cursive;">2-28-2000</div>	SIGNATURE OF AGENCY REPRESENTATIVE <div style="font-size: 1.2em; font-family: cursive;">Omar Herran</div>	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 GRS OR SUPERSEDED JOB CITATION	10.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)

CO Adm Div CAPACITY PLANNING BRANCH

Federal Bureau of Prisons: Record Group 129

CENTRAL OFFICE - ADMINISTRATION DIVISION CAPACITY PLANNING BRANCH

The branch, established in 1991, receives and issues statistical reports regarding Bureau institution population increases and decreases. The raw data comes from mainframe reports. The information is incorporated in official Program Statements on rates of capacity. Tracked data include gender and security level, critical occupancy level and special housing units, by region and thereunder by institution, including contract facilities.

1. Capacity Files

Change sheets for data updates, form requests for data from the regional directors with copies of the statistical summaries provided in response.

Disposition: *Temporary. Destroy when 10 years old*

2. Planning Subject Files

Copies of branch-originated papers submitted to or requested by the Executive Staff on topics such as revised population projection requirements and capacity planning for minimum security level institutions. Also included are monthly crowding reports, long and intermediate-term planning reports, quarterly statistical updates, and administrative documentation on matters such as budget and personnel.

Disposition: *Temporary. Destroy when 5 years old or when no longer needed for reference purposes, whichever is later.*

3. Population Reports

Daily printouts of statistical data by institution. The last daily printout for each month becomes the monthly report. The source for the statistical information is the SENTRY database.

Disposition: *a. Daily reports.*

Temporary. Destroy when six months old.

b. Monthly reports

Temporary. Destroy when 5 years old or when no longer needed for reference, whichever is later.

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

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