

Federal Bureau of Prisons: Record Group 129**BUREAU OF PRISONS-COMMUNITY CORRECTIONS AND DETENTION DIVISION
RECORDS OF THE PRIVATIZATION AND SPECIAL PROJECTS BRANCH**

The branch is responsible for implementing the BOP response to the Administration Budget Request for FY95, that is, privatization of federal correctional facilities as a means toward the reduction in the number of federal employees. The first privately run facility opened was at Taft, California. Other private facilities will be brought on line as contract negotiations are completed. The 'special projects' component of the mission is coordination and support of a DC Transition Team, charged in 1997 with handling the transfer of all inmates from the District of Columbia Department of Corrections (DCDC, Lorton Correctional Complex) to federal custody on or before December 31, 2001. The former CCDD Assistant Director became head of the transition team. His title is District of Columbia Corrections Trustee, a DC government position.

Privatization Files**1. PRIVATIZATION MASTER FILES**

Citizen inquiries and comments; inquiries from potential contractors; budget and legislative background files; correspondence, memoranda, and legal opinions; draft versions of statements of work (SOWs); and studies of various aspects of privatization (BOP, other federal agencies, private firms). In addition, there is contract-related material regarding potential sites for detention facilities and OMB and interagency working group files on procurement integrity.

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

2. PRIVATIZATION PROJECT FILES

Correspondence, memoranda, minutes of meetings, draft and final SOWs, and other records covering topics such as capacity rating, contract administration, environmental compliance, procurement schedules, staffing plans and activation procedures for each private correctional facility. .

Disposition: *Temporary. Destroy when 10 years old or on expiration of contract, whichever is later.*

Special Projects Files

3. DC TRANSITION TEAM FILES

Minutes of the meetings, agendas, attendance lists, notes and logs of requests from DCDC (District of Columbia Department of Corrections a.k.a. DC-DOC).

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. Earlier transfers are authorized.*

4. DC TRANSITION REFERENCE FILES

Periodic action reports from BOP divisions and others relating to DC transition issues. There are also inquiries from DC employees regarding status, benefits and future employment; correspondence and memoranda between DCDC and BOP concerning staffing, training and equipment; budget files; background files on DC inmates, facilities and services; copies of DCDC contracts and other contract-related material.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. Earlier transfers are authorized.*

5. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-4 of the Privatization and Special Projects Branch schedule.

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