



**Federal Bureau of Prisons: Record Group 129****CENTRAL OFFICE - COMMUNITY CORRECTIONS AND DETENTION DIVISION  
RECORDS OF THE COMMUNITY CORRECTIONS BRANCH.**

The branch is responsible for BOP's 270 Community Corrections Centers (CCCs, also known as halfway houses), all of which are operated under contract. It also handles arrangements with the 300 jails which house federal prisoners. In addition to central office staff, there are 29 field offices and 13 management center administrators. Community Corrections is divided into three sections: Program Development, which is responsible for new initiatives; Contracting, which reviews, monitors, evaluates and ensures the integrity of all agreements; and Operations, which tracks field budgets, develops and presents training programs, assists in policy development and program review, and monitors escape reports and untimely releases.

**Contracting Section Files****1. STATEMENT OF WORK (SOW) FILES**

Narrative descriptions of all required components of contracts for community corrections sites, including administration, personnel, discipline, services, release preparation and programs. The last item covers offerings such as substance abuse education, surveillance and testing; financial responsibility; employment; life and family skills; community involvement, authorized absences and recreation. SOWs are something of a work in progress; 'generic' editions are given to the regions, who may or may not modify them for individual needs. Partial and/or complete updates are performed on an as-needed basis.

**Disposition:** *Temporary. Destroy when 10 years old or when no longer needed for reference, whichever is later.*

**2. PAST PERFORMANCE FILES**

Contract-related material not normally kept in the official contract file, maintained here for reference, consists primarily of contractor evaluation forms and interim and full inspection reports. Also includes correspondence, memoranda, reports, regional publications, glossaries, and copies of MOUs and court documents.

**Disposition:** a.) Contractor evaluation forms.

*Temporary. Destroy when 3 years old (in accordance with FAR requirements)*

b.) Interim and full inspection reports and all other documentation.

*Temporary Destroy on expiration of contract.*

### **Operations Section Files**

#### **3. COMMUNITY CORRECTIONS SUBJECT FILES**

Correspondence, memoranda, reports, manuals and copies of e-mail covering topics such as awards, affirmative action, BOPDOCS, branch retreats, staffing guidelines and home confinement. Background files on programs such as MINT (Mothers and Infants), Intensive Confinement Centers (ICCs, i.e. boot camps), home confinement, and transitional services. Documentation includes reports, statistics, publications, manuals and copies of interagency agreements

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

#### **4. CORRESPONDENCE**

Congressional and 'general' correspondence are filed in two separate alphabets; there is also a chronological file of information memoranda. Subjects are the standard requests and complaints from inmates and their families, private sector inquiries and complaints, and so forth.

**Disposition:** *Temporary. Cut off annually. Destroy 3 years after cutoff.*

#### **5. ESCAPE REPORTS**

Copies of BOP forms noting name, date, location, sentence, offense, type of facility, notification of USMS and any public danger. Apprehensions are also noted. Data are entered into SENTRY.

**Disposition:** *Temporary. Destroy when 3 years old.*

## 6. INCIDENT REPORTS

Copies of BOP form 583. Categories include name, date, location, type of incident, use of a weapon, any medical treatment, and a brief narrative. Major incidents (death, suicide, etc.) are reported to the Deputy Attorney General under the Director's signature. Data are taken from SENTRY.

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

## 7. PROGRAM REVIEW FILES (Discontinued)

Section's copy of reviews of various facilities.

**Disposition:** *Temporary. Destroy when 6 months old or when superseded or obsolete, whichever is later.*

## 8. PROGRAM STATEMENT AND OPERATIONS MEMORANDA FILES

Reference copies of current PSs and OMs, the branch's "official" set, superseded versions and drafts. These are historical working files.

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

## 9. TRAINING FILES

Training relates to such subjects such as contract monitoring and community corrections overview. Lesson plans and scripts for subjects offered, as well as lists of participants.

**Disposition:** *Temporary. Destroy when 10 years old or when superseded or obsolete, whichever is longer.*

## 10. VIDEOTAPES

Contractor-produced programs, NIDA/HHS/PHS-produced programs, and television network-produced segments. There are no MSTC produced programs. Topics range from Bureau history to sentence computation training. These copies are program related and are used in staff training, however, none were produced specifically for this branch.

**Disposition:** *TEMPORARY. Destroy when superseded or no longer needed for training.*

## Program Development Section Files

### 11. CCC UTILIZATION RATES

Quarterly statistical reports providing the numbers of inmates released directly or to a CCC, and giving the current and previous FY occupancy percentages for CCCs. Data are given by institution, region and total, classified by security level. All data are from Key Indicators System (KI/SSS); which is compiled and maintained by the Office of Research and Evaluation in the Information, Policy and Public Affairs Division.

**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

### 12. JUVENILE SUBJECT FILES

Correspondence, memoranda and minutes of meetings from an internal working group on juvenile issues; survey of juvenile facilities; draft report and background material on youth in federal custody; talking points; ACA committee material and other documentation.

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

### 13. QUARTERLY FIELD REPORTS

Paper copies of statistical reports with narrative summaries providing total CCC designations for the agency, regions and individual institutions; total CCC referrals; total denials, with reasons; and ICC population totals and number failing to complete the program, with reasons. These data are manually collected in the field, transmitted via the WAN, then manually keyed into a dBase program and massaged. All data should be available on the Y: drive of the file server. The reports do not appear to circulate outside of the Division.

**Disposition:** *PERMANENT Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

### 14. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS for items 1-9, 11-13 of the Community Corrections Branch schedule.

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