

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 10-20-00	
1 FROM (Agency or establishment) Federal Bureau of Prisons		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Central Office – Administrative Division			
3 MINOR SUBDIVISION Site Selection Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Omar Herran	4 TELEPHONE NUMBER 202/514-6470	DATE 12-15-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>1</u> page(s) are not needed now for the business for 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 10/20/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Chief, IMO
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) FOR Federal Bureau of Prisons Central Office – Administrative Division Site Selection Branch Visual Information Displays <i>[Signature]</i> NR NWES		

CENTRAL OFFICE - ADMINISTRATION DIVISION
SITE SELECTION BRANCH

The Branch's responsibility is discovering and examining sites for new facilities. This includes evaluating proposals, preparing the necessary documentation, and, pursuant to ensuring that all environmental requirements are met, contracting for an environmental impact statement. If a site is chosen for an institution, the documentation is forwarded to Design and Construction Branch.

1. GRAPHIC ARTS

Beginning with the Philadelphia project (1995-6) the contractor/environmental consultant firm that works closely with the Branch began preparing visual information displays as follow-up illustration in those few cases where the Environmental Impact Statement (EIS) revealed unique biological or historical characteristics at the site. These visual information displays are in addition to the EIS; that is, they are designed after the completion and submission of an EIS. The first poster was executed in black and white and served to demonstrate what the contractor could offer. All later visual information displays are in color. The visual information displays have limited distribution, primarily to interested parties within the Bureau, including the warden of the new institution.

These visual information displays do not become part of the EIS, nor do they go forward to the Design and Construction Branch. Intellectual property rights over the poster design for the first six visual information displays produced will reside with the contractor firm, but all subsequent EIS contracts will include the requirement for a poster if biological or historical data indicate the need. That task requirement will make the poster part of the final product and, as such, it will be the property of the U.S. Government.

Disposition: *PERMANENT. One copy of all visual information displays currently on hand should be transferred to the National Archives, immediately.*

Subsequent visual information displays should be transferred to the National Archives upon receipt by the Branch or, alternatively, the contractor should be instructed to deposit two copies of each new poster with the National Archives at the same time it is sent to the Branch.