

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

FEDERAL BUREAU OF PRISONS

2. MAJOR SUBDIVISION

REGIONAL OFFICES

3. MINOR SUBDIVISION

(SEE ATTACHED)

4. NAME OF PERSON WITH WHOM TO CONFER

OMAR HERRAN

5. TELEPHONE

(202) 514 - 2254

LEAVE BLANK (NARA use only)

JOB NUMBER

71-129-02-1

DATE RECEIVED

2-20-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

9-27-02

ARCHIVIST OF THE UNITED STATES

John W. Cal

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,

☐

is not required;

☐

is attached; or

☐

has been requested.

DATE

2/12/02

SIGNATURE OF AGENCY REPRESENTATIVE

Omar Herran

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SUPERSEDED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)

cc Agency NR NWMD

Federal Bureau of Prisons: Record Group 129

**CENTRAL OFFICE - INDUSTRIAL, EDUCATION, AND VOCATIONAL TRAINING
RECORDS OF THE EDUCATION DIVISION**

1. Chronological Files

Copies of outgoing correspondence.

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

2. Congressional Correspondence

Inquiries regarding pre-release programs, inmate needs and other topics. also includes correspondence from private citizens and academics.

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

3. Education Annual Reports

Yearly summation of program activities, covering achievements and problems at each institution. Data are provided from the field both manually and via the SENTRY KI/SS system.

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

4. Institutional Files

Bulk of file is monthly reports. Correspondence, memoranda and journal articles are also included.

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

5. Operations and Administration Files

Correspondence, memoranda, reports and other documentation covering topics such as Artist-in-residence, audit guidelines, budget, and historical data, performance standards and strategic planning. Also includes congressional correspondence.

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

6. Policy Waiver Files

Requests from institutions for waivers from particular educational requirements.

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

7. Program Review Reports

Office copies of program review audits of various components, programs or institutions.

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

8. Program Statement Working Files

Drafts, memoranda, concurrences and other documentation accumulated in program statement development and revision.

Disposition: *Temporary. Destroy when no longer needed for reference.*

9. Subject Reference Files

Correspondence, memoranda, reports, statistical data, publications and other material documenting topics such as accreditation, boot camps, college programs for inmates, employment, handicapped inmates, parenting program and release preparation.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference purposes, whichever is later.*

10. Training Files

Lesson plans, workbooks, conference reports and other files. Majority are for training of new teachers, but training for ESL teachers, educational guidance counselors, inmates as tutors, and Superintendents and Asst. Superintendents of Education are also included.

Disposition: *Temporary. Destroy when 2 years old or when no longer needed for reference purposes whichever is later.*

11. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-10 of the Records of the Education Division schedule.

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