

# 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

CENTRAL OFFICE

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

71-129-02-3

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

11-22-02

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

2/4/02

SIGNATURE OF AGENCY REPRESENTATIVE

*Omar Herran*

TITLE

CHIEF, INFORMATION MANAGEMENT OFFICE

7.  
ITEM  
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION

10. ACTION  
TAKEN (NARA  
USE ONLY)

(SEE ATTACHED)

*cc Agency, NR NWMD NWMD*

CO Industrial, Education, and Vocational Training Div FINANCIAL MANAGEMENT RECORDS BRANCH

## **Federal Bureau of Prisons: Record Group 129**

### **CENTRAL OFFICE - INDUSTRIAL, EDUCATION, AND VOCATIONAL TRAINING FINANCIAL MANAGEMENT RECORDS**

The Financial Management Branch is divided into three sections: policy, business office and field financial administrators. The policy section develops and monitors the branch's Program Statements and Operations Memoranda, provides guidance to the field in this area, carries out special projects such as turning over old debts to the Treasury Dept. for collection and developing procedures for electronic fund transfer, developing training classes, and overseeing management assessment. The business office (aka controller) handles cash and budget reporting, accounts payable, periodic sales reports and the general ledger, which documents and classifies all financial transactions. The last is in the process of conversion from individual field ledgers to one megasystem maintained centrally. Field financial administrators provide technical and financial assistance to regional offices and factories.

Electronic records include Groupwise, an FPI-specific (i.e., does not communicate with the rest of BOP) e-mail system, word processing, and various financial reporting and management systems, some of which are described below.

### **Policy Files**

#### **1. Program Statement Files**

Drafts, background material, clearance track, memoranda and certification of currency.

**Disposition:** *Temporary. Destroy in 5 years or when no longer needed for reference purposes, which ever is later.*

#### **2. Operations Memoranda Files**

Documentation is analogous to item 1.

**Disposition:** *Temporary. Destroy in 5 years or when no*

longer needed for reference purposes, which ever is later.

**3. Special Projects Files**

Selections from Treasury Department manuals, and correspondence, memoranda, reports and background material on topics such as incentive programs and credit card use.

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

**Business Office Files**

**4. General Correspondence**

Topics include implementation of computer modules, administrative expenses distribution, financial audit schedules, and space requirements and planning.

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

**5. Institution Files**

Records documenting field site financial activity, including monthly statements, inventory management plan, writeoff of uncollectible bills, inmate job schedules, procedure for selecting inmates for premium pay, factory cost system, and so forth.

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

**Field Financial Administrators Files**

**6. Program Review Audits**

Office copies of the official report, and background material.

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

**7. Independent Accounting Firm's Audit Reports**

Private independent auditing firm's report which have conducted FPI site audits for the past eight years. Approximately ten factories are audited annually. Early reports include an executive summary; analytical introduction; summary listing of repeat deficiencies, with recommendations and suggestions; and narrative. Later versions also include unaudited financial data, and information on topics such as inmate employment and backlogs.

**Disposition:** *Temporary. Destroy in 7 years or when no longer needed which ever is the longest.*

**8. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-7 of the Financial Management Records schedule.**

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