

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-129-05-8</i>	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>3/11/05</i>	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN	5. TELEPHONE  .. (202) 514 - 2254	DATE <i>10/16/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 _____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/11/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)

## Federal Bureau of Prisons: Record Group 129

### CENTRAL OFFICE - ADMINISTRATION DIVISION FACILITIES BRANCH

After an institution has been constructed, the Facilities Branch is responsible for reviewing modifications, renovations or additional construction. (The record set of original construction drawings is kept by the Design & Construction Branch.) Drawings received from the field are examined for environmental matters, such as water quality and erosion control; hazardous material storage and handling; compliance with accessibility and fire protection laws and regulations; and other matters. They are returned to the institution/region as approved, disapproved, or approved with contingencies. Final sets are retained at all three levels. The series also includes hard copy correspondence and memoranda on the above and related topics, and copies of invoices and other financial documents.

Correspondence files are arranged alphabetically by institution and kept in binders. They are cut off after three years, corresponding to the Program Review cycle. The records date from 1993, the year the branch assumed responsibility for the function. Current accumulation is less than one foot/year. The branch also receives electronic reference copies (AutoCad) of the record set of original construction drawings from the Design & Construction Branch.

#### 1. Architectural Renovation and Modification Files.

A. Drawings (hard copy).

**Disposition:** *Temporary.* Destroy/delete after closure of an institution, when an institution is no longer used for housing Federal inmates, or after demolition or gutting.

B. Correspondence and memoranda.

**Disposition:** *Temporary.* Destroy annually when records are 20 years old or no longer needed for legal or administrative purposes, whichever is later.

C. Electronic version of records created by the electronic mail and word processing applications for item B above.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate record-keeping copies of the material covered by the item listed above. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

**Disposition:** *Temporary.* Destroy/delete within 180 days after the record-keeping copy has been produced.

## **2. Correspondence and Memoranda.**

This series consists of Correspondence and Memoranda Files created as a result of the modification request. Environmental issues related to water quality and erosion control, hazardous material storage and handling, compliance with accessibility, and fire protection laws and regulations are documented in these files. The Correspondence and Memoranda Files are arranged alphabetically by institution and kept in binders. The records are cut off after three years, corresponding to the Program Review cycle. The records date from 1993, which is the year the Branch assumed responsibility for the function. Current accumulation is less than on foot per year. The Bureau proposes to destroy these records when they are 20 years older or longer needed for legal or administrative purposes, whichever is later. These files are background material related to the construction modification project. Once the project is completed, they are retained for managerial purposes. These records have administrative value, but do not warrant continued preservation. The proposed retention schedule is sufficient to meet the agency's business needs as well as to protect the legal rights of government and private parties and are adequate to ensure government accountability. I recommend approval of this schedule.

### **1. c. Electronic Mail and Word processing Copies**

The Bureau also proposes to destroy the e-mail and electronic copies associated with the above series once the record keeping copy is generated and filed, or when they are no longer needed for dissemination, revision or updating. The electronic format does not add sufficient value to the above temporary files to warrant continued preservation in NARA. The proposed retention schedule is sufficient to meet the agency's business needs as well as to protect the legal rights of government and private parties and are adequate to ensure government accountability. I recommend approval of this schedule.



Andre Sivals  
Senior Records Analyst  
Life Cycle Management Division