

**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

N1-129-05-9

DATE RECEIVED

3/11/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3/14/05

ARCHIVIST OF THE UNITED STATES

John W. Smith

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

3/10/05

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SUPERSEDED  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)

84 9/21/05 copies sent to Agency, NARA, NA

**REG Correctional Programs Division - Psychology, Drug Abuse Treatment Certification**

Authority: <b>N1-129-05-9</b>	Item#	Approved:
Major Sub. BOP/CPD	Physical Medium: Paper	Dated:
Minor Sub: Psychology Dept.	System Location: Region	
Item Name: <b>Psychology, Drug Abuse Treatment Certification Files</b>		

**1. DRUG ABUSE TREATMENT CERTIFICATION FILES (2004-)**

Successful completion of a drug treatment program may qualify an inmate for early release. The regional office reviews the requests for releases and provides the institution with its decision. Documentation consists of the final release review (a screen from SENTRY) and a copy of the region's e- mail response to the field. (NOTE: This function was previously handled by Central Office, but was transferred to the regional level in 2004.)

**Disposition:** Temporary. Cut off at end of fiscal year. Destroy 10 years after cutoff.

**2. Electronic Mail and Word Processing Records.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate record-keeping copies of the records covered by item 1. Also included are electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

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