TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408  1. FROM (Agency or establishment)  FEDERAL BUREAU OF PRISONS  2. MAJOR SUBDIVISION  S. MAJOR SUBDIVISION  (SEE ATTACHED)  1. NAME OF PERSON WITH WHOM TO CONFER  3. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its record and that the records proposed for disposal on the attached 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 Fede Agencies,  is not required; is attached; or has been requested.  TITLE  2/7/66  SIGNATURE OF AGENCY REPRESENTATIVE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  CHIEF, INFORMATION MANAGEMENT OFFICE  TITLE  CHIEF, INFORMATION MANAGEMENT OFFICE  CHIEF, INFORMATION MANAGEMENT OFFICE  TAKEN INV USE ONL  A TAB 1/0.7 Copples Saf to Agan, www.may.a.wc. TC.WR.  A TAB 1/0.7 Copples Saf to Agan, www.may.a.wc. TC.WR.	REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			JOB NUMBER		
FROM (Agency or establishment)   FEDERAL BUREAU OF PRISONS	TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408			71-129-06-3 DATE RECEIVED 2-8-2006		
EDETAL BUREAU OF PRISONS  2. MAJOR SUBDIVISION  FEDERAL CORRECTIONAL FACILITIES - BOPWIAL  S. MINOR SUBDIVISION  (SEE ATTACHED)  3. MINOR SUBDIVISION  (SEE ATTACHED)  3. AGENCY CERTIFICATION  1. In records proposed for disposal on the attached page(s) are not now needed for the busines of this agency or will not be needed after the retention periods specified, and that written concurrence from General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Fede Agencies, is not required; is attached; or has been requested.  DATE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  7. B. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)  AGRANGA SAFA AGAN AND AGAN AND PROPOSED DISPOSITION  (SEE ATTACHED)  AGAN AGAN AND AGAN AGAN						
S. MAJOR SUBDIVISION    SEE ATTACHED    S. MINOR SUBDIVISION		SONS				
SAMINOR SUBDIVISION  (SEE ATTACHED)  1. NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN  202) 514-2254  2. AGENCY CERTIFICATION  I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its recondition and that the records proposed for disposal on the attached page(s) are not now needed for the bisin of this agency or will not be needed after the retention periods specified; and that written concurrence from General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Fede Agencies, is not required; is attached; or has been requested.  DATE  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  2/7/06  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)  ACCOUNTY OF THE WARD PROPOSED DISPOSITION  SUPERSEDED 10.ACCOUNTY OF TAKEN IN USE ONLESS OF TAKEN IN USE O	2. MAJOR SUBDIVISION		In accordance with the provisions of 44			
NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN  (202) 514 - 2254  AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its recondant that the records proposed for disposal on the attached page(s) are not now needed for the busin of this agency or will not be needed after the retention periods specified; and that written concurrence from General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Fede Agencies, is not required; is attached; or has been requested.  NATE  2/7/06  SIGNATURE OF AGENCY REPRESENTATIVE  TITLE  CHIEF, INFORMATION MANAGEMENT OFFICE  THEM  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  (SEE ATTACHED)  AGENCY CERTIFICATION  SIGNATURE OF AGENCY REPRESENTATIVE  CHIEF, INFORMATION MANAGEMENT OFFICE  TAKEN INV.  JOB CITATION  TO. ACTIC  SUPERSEDED  JOB CITATION  USE ONL	FEDERAL CORRECTIONAL FA	CILITIES - BOPWIDE	inclu	ding amendments, is ap	proved except for	
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2/7/06 Que Herr CHIEF, INFORMATION MANAGEMENT OFFICE  7. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION (SEE ATTACHED)  10. ACTIC TAKEN (NV USE ONL  (SEE ATTACHED)  4. 7/27/07 Capias Saf to Agan, www.mwg, wwc.TC.NR	and that the records proposed for disposal on of this agency or will not be needed after the General Accounting Office, under the proAgencies,	the attached retention periods specifications of Title 8 of the	page(s) are led; and to GAO M	e not now needed hat written concu Ianual for Guida	for the business	
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STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

INST Hazardous Materials Records (BOP-Wide) - DRAFT

Authority: N1-129-06-3	Existing Authority(ies): 29 CFR 1910.1020, 1926.1101 (OSHA); Also 40 CFR § 262.23, 265, 268, 272	Approved:
Major Sub. BOP/INST, REG, CO	Physical Medium: Electronic & Paper	Dated:
Minor Sub: ADM	Location: INST, REG, CO	
Item Name:		

Asbestos-related records have been consolidated in one inventory category covering multiple field disciplines and associated departments (Safety, Health Services, Facilities, etc.). Hazardous material records may be located at multiple departments within a field site. Asbestos-related records, for example, may be located in the Facilities Department as well as the Safety Office. This schedule provides cross-departmental guidance for hazardous material records usually located at field components but also applicable to Regions and Central Office.

## 1. BUILDING FILES RELATED TO HAZARDOUS MATERIALS.

Building surveys, laboratory and other reports, scientific analyses, external assessments, correspondence, memoranda and other records documenting the assessment, possible presence, proposed and/or actual abatement of areas suspected of containing asbestos, lead-based paint or other significant hazardous materials. Records may be part of a building project for maintenance, modification, upgrade and/or addition.

Disposition: Temporary. Destroy/delete 12 years after date of the latest document.

## 2. HAZARDOUS MATERIALS COMMUNICATION PROGRAM

Institution Supplements for this activity have been appraised for permanent retention under N1-129-00-03/4. Supplemental files may include reference and training material.

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

3. HAZARDOUS WASTE MANIFESTS AND CERTIFICATES OF DISPOSAL Initial and final manifests, certificates, and any supporting material.

**Disposition:** Temporary. Cutoff at the end of the calendar year. Destroy/delete 4 years after cutoff or when no longer needed for legal or operational purposes, whichever is later.

4. RECORDS DOCUMENTING EMPLOYEE EXPOSURE TO HAZARDOUS MATERIALS Exposure records as defined in 29 CFR 1910.1020(c)(5) and successor regulations, if maintained separately from Employee Medical Folders (EMF).

Disposition: Temporary. Destroy/delete 30 years after separation or release, or when no longer needed for legal or operational purposes, whichever is later.

5. RECORDS DOCUMENTING INMATE EXPOSURE TO HAZARDOUS MATERIALS Exposure records as defined in 29 CFR 1910.1020(c)(5) and successor regulations, if maintained separately from Inmate Medical Folders (IMF, part of the inmate central file).

Disposition: Temporary. Destroy/delete 30 years after separation or release, or when no longer needed for legal or operational purposes, whichever is later.

## 6. LDR FORM AND DOCUMENTATION

The Resource Conservation and Recovery Act (RCRA - 42 U.S.C. s/s 6901 et seq. (1976), also see 40 CFR 262, 265, 268, and 272), as amended, requires the EPA to evaluate all listed and characteristic hazardous wastes to determine which wastes should be restricted from land disposal. These restrictions are called the Land Disposal Restrictions (LDR). BOP maintains LDR forms and associated documentation which describe water treatment procedures including hazardous waste determination analysis, treatment process, standards compliance, and related materials. This item includes water sample analysis reports, generator reports, treatment management reports and related documentation.

Disposition: Permanent. Transfer to NARA 12 years after official site closure or when no longer needed for reference purposes, whichever is later.

## 7. LANDFILL SITES DOCUMENTATION

Reports, forms, correspondence, analysis, and documentation created to manage, maintain, monitor, correct, and close landfills presently and/or previously under Bureau custody and/or use. Records include site characterizations studies, remedial investigations analysis and reports, corrective action plans, and ongoing monitoring reports among other related documentation.

Disposition: Permanent. Transfer 12 years after official site closure or when no longer needed for reference purposes, whichever is later.

Electronic Version of Records Created by the Electronic Mail and Word Processing for items 1.7 of BOP Hazardous Materials Records schedule. 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 items listed above. Also included are copies of records created on electronic mail & word processing 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.