

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
N1-129-07-3

DATE RECEIVED
3/26/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8/22/07

ARCHIVIST OF THE UNITED STATES
[Signature]

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
3/16/07

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature: 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 GRS OR SUPERSEDED JOB CITATION	10.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)		

SA 8/29/07 copies sent to Agency, NWMW, NR

Authority: NI-129-07-03	Existing Regulations:	Approved: Pending
Major Sub. Regional Office	Media: Neutral	Dated:
Minor Sub:	System Location: Region	
Item Name: Regional Director		

1. Regional Director's Electronic Correspondence Files - scanned incoming and outgoing correspondence to/from the Regional Director covering a wide variety of subjects, including congressional responses, delegation of authorities, death notifications (staff/families), institution correspondence, character profile reports, letters for administrators, and inmate correspondence, among others. Information is electronically organized by year of issuance with subfolders created for key general subject and by institution's subfolders.

Disposition: Temporary.

Input	Paper or electronic source files. Destroy/delete upon verification of scanned image(s) to PDF format.
Output	Printout or electronic copies. Destroy/delete when no longer needed for reference.
Data	PDF images of original correspondence or word processing files. Delete 3 years after creation or when no longer needed for reference purposes, whichever is later.
SOP	Standard Operating Procedure Notes (describes program, collection, scanning, validation, and electronic filing procedures). Destroy 1 year after superseded.

2. Regional Director's Project Reference Files - a variety of reports, program proposals, and papers used by the Regional Director for long-term reference. These include copies of inmate administrative inquiries (BP-9/BP-10), copies of Executive Staff Papers, general memoranda from the BOP Director's Office, and labor-management issue documentation, among other materials.

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