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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

N1-129-07-7

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

3/1/07 *[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

3/14/07

SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: 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SUPERSEDED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)

SA 8/20/07 copies sent to Agency NWMW, NR

Authority: N1-129-07-07	Existing Regulations:	Approved: Pending
Major Sub: Regional Office	Media: Neutral	Dated:
Minor Sub: General Counsel	System Location:	
Item Name: Regional Counsel		

1. **Legal Research and Subject Files** - articles, magazine information, sample case materials, and copies of external case files gathered for research and reference purposes.

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

2. **Pleading Files** - inmate pleading documentation not yet filed with the courts and uniform commercial code filings for liens against staff. These are kept for reference purposes, pending formal filings with the court. They are interim files generated by inmates against Federal agency officials in the BOP, courts, or other agencies.

Disposition: Temporary. Destroy/delete 6 months from date of receipt, or when no longer needed for reference purposes, whichever is later.

3. **National Policy Input Files** - working files and consolidated feedback from all departments and from surveyed institutions concerning proposed new or updated policies.

Disposition: Temporary. Destroy 10 years after issuance of Regional response.