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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

N1-129-07-12

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4/11/07

ARCHIVIST OF THE UNITED STATES

Alb Weinst

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

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SUPERSEDED  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)

Authority:	Existing Regulations:	Approved:
Major Sub. Regional Office	Physical Media: Paper	Dated:
Minor Sub:	System Location: N/A	
Item Name: <b>Regional Inmate Skills Development Coordinator</b>		

1. **Regional Inmate Skills Development Coordinator** - correspondence and WP files consisting of communication with institutions regarding the implementation of the Inmate Skills Development program. The Inmate Skills initiative is a partnership between the BOP, the US Department of Education, the Department of Veteran Affairs, and nonprofit organizations to provide services to improve life skills, employment, job skills, housing assistance, mentoring, and inmate connections with faith-based groups. This collection may be maintained in paper or electronic PDF/word processing format.

Disposition: Temporary. Destroy/delete when 5 years old or when no longer needed for reference purposes, whichever is later.