

| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>   |   | <b>LEAVE BLANK (NARA use only)</b>   |   |
|--|---|--|---|
| <b>TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b><br><b>WASHINGTON, DC 20408</b>   |   | <b>JOB NUMBER</b><br><div style="font-size: 1.2em; font-family: cursive;">NI-129-02-15</div>   |   |
| <b>1. FROM (Agency or establishment)</b><br><div style="text-align: center;">FEDERAL BUREAU OF PRISONS</div>   |   | <b>DATE RECEIVED</b><br><div style="font-size: 1.2em; font-family: cursive;">8/21/07</div>   |   |
| <b>2. MAJOR SUBDIVISION</b><br><div style="text-align: center;">CENTRAL OFFICE</div>   |   | <b>NOTIFICATION TO AGENCY</b><br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| <b>3. MINOR SUBDIVISION</b><br><div style="text-align: center;">(SEE ATTACHED)</div>   |   |  |   |
| <b>4. NAME OF PERSON WITH WHOM TO CONFER</b><br><div style="text-align: center;">OMAR HERRAN</div>   |   |  |   |
| <b>5. TELEPHONE</b><br><div style="text-align: center;">(202) 514 - 2254</div>   |   | <b>DATE</b><br><div style="font-size: 1.2em; font-family: cursive;">8/19/07</div>  |   |
| <b>6. AGENCY CERTIFICATION</b><br>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, |   | <b>ARCHIVIST OF THE UNITED STATES</b><br><div style="font-size: 1.2em; font-family: cursive;">J. Lee Wenzel</div>  |   |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.   |   |  |   |
| <b>DATE</b><br><div style="font-size: 1.2em; font-family: cursive;">8/23/07</div>  | <b>SIGNATURE OF AGENCY REPRESENTATIVE</b><br><div style="font-size: 1.2em; font-family: cursive;">Omar Herran</div> | <b>TITLE</b><br><div style="text-align: center;">CHIEF, INFORMATION MANAGEMENT OFFICE</div>  |   |
| <b>7. ITEM NO.</b>   | <b>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</b><br><br><div style="text-align: center;">(SEE ATTACHED)</div> | <b>9. GRS OR SUPERSEDED JOB CITATION</b>   | <b>10. ACTION TAKEN (NARA USE ONLY)</b> |

re 1/8/07 copies sent to agency, DOWMWA, & NR

|                              |  |           |
|------------------------------|--|-----------|
| Authority: <b>N1-129-07-</b> | Existing Authority(ies):<br>N1-129-00-31 | Approved: |
| Major Sub. BOP/CO/ADM        | Physical Medium: Neutral                 | Dated:    |
| Minor Sub: Budget Execution  | Location: Central Office                 |           |
| Item Name:                   |  |           |

**Federal Bureau of Prisons: Record Group 129****CENTRAL OFFICE - ADMINISTRATION DIVISION  
BUDGET EXECUTION BRANCH**

The purpose of this schedule is to submit a modification on the present schedule N1-129-00-31, specifically for items 3 and 4 (temporary records). In a recent review of this program office and its current business practices, it was determined by the Branch Administrator and the Deputy Assistant Director that the office no longer requires these files for the indicated retention time frame. Specific to item 1 of this proposed schedule, its corresponding item (00-31, item 3), referenced the SF-52 instrument. It has been a long-term business practice to employ the SF 52, not as a personnel form as intended by OPM, but to record position counts, movements, and allocations throughout the agency. The branch is currently in the process of replacing this activity by the creation of a separate form instrument to account and control the position allocation inventory.

The Budget Execution Branch is responsible for planning and controlling the budget process beginning with the enactment of the appropriations and through the obligation and expenditure of resources. It tracks positions and their funding, provides guidance for all levels of budget application, maintains policy in keeping with external requirements, and ensures accurate financial reporting to outside agencies.

**1. Positions Inventory Files**

Budget Execution maintains the official collection of position allocation documentation for the agency. This collection provides historical analysis and trends of when, where, and for what location bureau positions are created. Budget Execution refers to these files frequently to answer bureau management inquiries on existing positions at the regions, institutions, training center, CCM offices, and central office sites.

**Disposition:** *Temporary. Cut off at the end of the fiscal year. Destroy when 7 years old or when no longer needed for reference, whichever is later.*

## **2. Inmate Daily Per-Capita Report Files**

Reports issued to the Department of Justice and to Congress identifying the inmate daily per-capita operating costs. These reports are annual snapshots derived for each institution by dividing combined obligations by the number of inmates in the system at the end of the fiscal year. The 25-30 page reports are maintained in a binder in the Deputy Chief's office. Supporting documentation is maintained separately.

Reports and documentation used to compile the reports.

**Disposition:** *Temporary. Cut off at the end of the fiscal year. Destroy when 7 years old or when no longer needed for reference, whichever is later.*