

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-129-94-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of:**01/05/2021**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

- ITEM 7 DISCIPLINE HEARING OFFICER REPORT
- ITEM 19 OFFICIAL VISITORS FORMS

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

ALL OTHER ITEMS ARE SUPERSEDED BY DAA-0129-2019-0004.

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-129-94-1</i>	DATE RECEIVED <i>7-14-94</i>
1. FROM (Agency or establishment) Federal Bureau of Prisons		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Information, Policy, and Public Affairs Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Archives		DATE <i>12-4-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER John W. Roberts Chief, Office of Archives	5. TELEPHONE (202) 307-2934		
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7/7/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>John W. Roberts</i>	TITLE John W. Roberts Chief, Office of Archives	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>RG 129, Records of the Federal Bureau of Prisons</u> <u>CORRECTIONAL SERVICES RECORDS MAINTAINED BY</u> <u>INDIVIDUAL INSTITUTIONS</u> Logs, rosters, inventories, and forms maintained at individual Federal Bureau of Prisons facilities by Captain's offices and Unit Manager's offices. 1. Daily and Quarterly Staff Rosters. NON-PERMANENT. Cut off annually. Destroy when 10 years old. 2. Inmate Urine Lab Reports--Negative. <i>noting</i> NON-PERMANENT. Destroy after noting result in Urine Lab Report Log. 3. Inmate Urine Lab Report Log. NON-PERMANENT. Destroy 1 year after final entry. 4. Notification to Visitor (Form BP s224.022) [copy of form is attached] NON-PERMANENT. Destroy when 1 year old.		

DEC - 6 1996 *MTV*

Copy to: Agency

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

2 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5.	Administrative Detention Order (Form BP s308-052) [copy of form is attached] NON-RECORD (record copy is maintained in inmate central file). Destroy when 90 days old.		
6.	Incident Reports--Research Copy (Form BP s288.052) [copy of form is attached] NON-RECORD (record copy is maintained in inmate central file). Destroy when 1 year old.		
7.	Discipline Hearing Officer Report--Research Copy (Form BP s304.052) [copy of form is attached] NON-RECORD (record copy maintained in inmate central file). Destroy when 1 year old.		
8.	Bus Trip Log NON-PERMANENT. Destroy 2 years after final entry.		
9.	Inmate Personal Property Record (Form BP 383) [copy of form is attached] NON-RECORD (record copy is maintained in inmate central file). Destroy when 3 years old.		
10.	Tort Claim Response. NON-RECORD (record copy maintained by General Counsel's Office, and is scheduled under N1-129-88-1). Cut off annually, destroy after 10 years.		
11.	Record of Missing or Lost Credentials or Badges. NON-PERMANENT. Destroy when no longer needed.		
12.	Marshal's Receipt--Lieutenant's copy (Form BP s378.058) [copy of form is attached] NON-PERMANENT. Destroy after 30 days.		
13.	Inmate Detail Census Checks. NON-PERMANENT. Destroy when 1 year old.		
14.	Monthly Lockdown Accountability NON-PERMANENT. Destroy when 1 year old.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

3 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
15.	Outside Contractor's Inventories. NON-PERMANENT. Destroy 30 days after project completion.		
16.	Rear Gate Detail Log. NON-PERMANENT. Destroy 1 year after final entry.		
17.	Rear Gate Vehicle Log. NON-PERMANENT. Destroy 1 year after final entry.		
18.	Restricted Key Issue Form. NON-PERMANENT. Destroy when 30 days old.		
19.	Official Visitors Forms. NON-PERMANENT. Destroy when 1 year old.		
20.	Alcohol Testing Log. NON-PERMANENT. Destroy 6 months after final entry.		
21.	Kitchen Knife Report. NON-PERMANENT. Destroy when 30 days old.		
22.	Lost or Missing Tool Report (Form BP 220) [copy of form is attached] NON-PERMANENT. Destroy when 2 years old.		
23.	Fire, Safety, and Sanitation Inspection Reports. (File BP s506.016) [copy of file is attached] NON-PERMANENT. Cut off annually. Destroy after 10 years. Destroy when 90 days old.		
24.	Front Entrance Visitors' Logs. NON-PERMANENT. Cut off annually. Destroy after 10 years.		
25.	Daily Key and Equipment Inventories. NON-PERMANENT. Destroy when 30 days old.		
26.	Escort Instructions. NON-PERMANENT. Destroy when 1 year old.		
27.	Shakedown Logs. NON-PERMANENT. Destroy 5 years after final entry.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

4 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
28.	Program Reviews/Audit Responses. NON-RECORD. (Record copies maintained in Central Office, and are scheduled under GRS-22). Destroy when 3 years old.		
29.	Emergency Plan Signature Sheet. NON-PERMANENT. Destroy when 2 years old.		
30.	Special Housing Unit Sign-In Log. NON-PERMANENT. Destroy 10 years after final entry.		
31.	Bus Trip Reports. NON-PERMANENT. Destroy when 2 years old.		
32.	Monthly Weapons and Chemical Agents Inspections. NON-PERMANENT. Destroy when 3 years old.		
33.	Quarterly Emergency Equipment Testing, Inventory, and Inspection. NON-PERMANENT. Destroy when 3 years old.		
34.	Preventive Maintenance Log. NON-PERMANENT. Destroy 5 years after final entry.		
35.	Monthly Fence Checks. NON-PERMANENT. Destroy when 2 years old.		
36.	Emergency Equipment Location Inventories. NON-PERMANENT. Destroy when 3 years old.		
37.	Equipment Sign-Out Form. NON-PERMANENT. Destroy when 3 years old.		