

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-129-97-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-129-05-002 and GRS 5.1 item 020 (DAA-GRS-2016-0016-0002)

Date Reported: 07/23/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE



## **Federal Bureau of Prisons: Record Group 129**

### **Central Office – Correctional Programs Division**

#### **SPECIAL INVESTIGATIVE SERVICES PROGRAM – Correctional Services Branch**

#### **1. S.I.S. CRIMINAL INVESTIGATIVE FILES – CATEGORY 100 PROHIBITED ACT**

These files relate to the most serious crimes (greatest category) that can occur at a Bureau Of Prisons facility, such as murder, rioting, escapes, and hostage taking. Files consist of Incident reports, medical reports, photographs, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review).

Maintained at each facility and arranged by incident category and thereunder chronologically. Accumulation: approx 1-2 cu. ft. per year.

**Disposition:** *Permanent Cut off files at the end of the calendar year Retire to the Federal Records Center 5 years after cut off Transfer to NARA 10 years after cut off*

#### **2. S.I.S. CRIMINAL INVESTIGATION – CATEGORY 200 PROHIBITED ACTS**

These files relate to the less severe, but still serious crimes (high category) that can occur at a Bureau of Prisons facility. Files consist of incident reports, medical reports, photographs, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review). Note: The Bureau of Prisons will bring any historically significant case files to NARA's attention for appraisal on a case-by-case basis.

Maintained at each facility and arranged by incident category and thereunder chronologically. Accumulation: approx. 1-2 cu. ft per year.

**Disposition:** *Temporary Cut off files at the end of the calendar year Destroy when 5 years old or when no longer needed for legal evidence or investigative purposes, whichever is later*

#### **3. S.I.S. CRIMINAL INVESTIGATION FILES – CATEGORY 300 AND 400 PROHIBITED ACTS**

These files relate to low moderate crimes that can occur at a Bureau of Prisons facility. Files consist of incident reports, medical reports, photographs, official narratives, Form 583 (Use of Force Report), and Form 586 (After Action Review). Note The Bureau of Prisons will bring any historically significant case files to NARA's attention for appraisal on a case – by –case basis.

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**Disposition:** *Temporary Cut off files at the end of the calendar year Destroy when 5 years old or when no longer needed for legal evidence or investigative purposes whichever is later*

#### **4. VIDEOTAPES**

Videotapes created in “use of force” and other situations to document the actions of corrections officers dealing with inmates.

**Disposition:** *Temporary Destroy when 2 years old or when no longer needed for legal evidence or investigative purposes, whichever is later*

#### **5. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS FOR ITEMS 1-3 OF THE CORRECTIONAL SERVICES BRANCH SCHEDULE.**

**Disposition:** *Temporary Delete after the record keeping copy has been produced*