

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>N1-129-99-16</i>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>07/26/99</i>	
2 MAJOR SUBDIVISION CENTRAL OFFICE / PROGRAM REVIEW DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER MS LATRICE HEYWARD	5 TELEPHONE (202) 307 - 1076	DATE <i>11-5-99</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 7-23-99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donna H. ...</i>	TITLE INFORMATION MANAGEMENT OFFICER	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SEE ATTACHED	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

**FEDERAL BUREAU OF PRISONS
CENTRAL OFFICE / PROGRAM REVIEW DIVISION**

1. Internal Audit Case Files.

Case files of internal audits of Bureau programs, operations, and procedures, containing audit reports, correspondence, memoranda, and supporting working papers.

Disposition: Temporary. Cutoff at the end of each fiscal year. Destroy five years after cutoff date.

2. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies of records covered by item 1 that have no further administrative value after the first recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Temporary. Destroy/ delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy,.

Disposition: Temporary. Destroy/ delete when dissemination, revision, or updating is completed.