

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-129-01-5</i>	DATE RECEIVED <i>1-25-2001</i>
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (SEE ATTACHED)			
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254	DATE <i>6-6-01</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,

is not required; is attached; or has been requested.

DATE <i>3-1-2000</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

Federal Bureau of Prisons: Record Group 129**CENTRAL OFFICE - HEALTH SERVICES DIVISION
RECORDS OF THE PERSONNEL MANAGEMENT AND RECRUITMENT SECTION**

Bureau medical staff may be hired from a civil service or Public Health Service (PHS) Commissioned Corps roster. There are no organizational or reporting differences between civil service and PHS staff members, but the latter are paid on a reimbursable basis by PHS, and their personnel files are maintained separately. **NOTE:** The original PHS personnel files are maintained by that agency, and have been scheduled for permanent retention (transfer to NARA after 75 years.)

1. Personnel Files

Application forms; reports on topics such as injuries, vaccinations, and effectiveness; personnel orders (i.e., transfers); award nomination forms, and other documentation. Files for current and separated employees are maintained separately.

Disposition: *Temporary. Destroy 5 years after separation from BOP employment.*

2. BP MED-18 Files

Monthly staffing reports from each institution, providing numbers and categories of authorized positions, professional status, personnel system (i.e., CS or PHS), date employed, projected departure date (for temps/contractors) and fill date for vacancies.

Disposition: *Temporary. Destroy when 5 years old.*

3. Health Professional Shortage Area (HPSA) Files

Institutional applications to the Department of Health and Human Services (HHS) for HPSA designation, which qualifies the site for National Health Service Corps (NHSC) enrollees. Applications must be resubmitted every four years. Documentation includes the application, certification from HHS, lists of qualified NHSC applicants, and background material such as copies of regulations.

Disposition: *Temporary. Destroy when 4 years old.*

4. National Health Service Corps (NHSC) Files

The NHSC program covers the cost of medical education in return for several years of practice in an underserved area. The records are maintained in four alphabets: individuals currently in the system, individuals who have defaulted, applicants "unsuitable" for BOP (refuse to use a weapon, for example), and transfers. Documentation includes correspondence, memoranda and copies of personnel information.

Disposition: *Temporary. Destroy 10 years after termination of service.*

5. Physicians' Comparability Allowance Files

Applications for pay differential, and approvals, which are signed by the HSD Assistant Director.

Disposition: *Temporary. Destroy upon separation from Bureau employment.*

6. Recruitment Trip Files

Correspondence, memoranda and other documentation largely concerned with booths and other displays at professional conferences.

Disposition: *Temporary. Destroy when 2 years old.*

7. Applicant/Vacancy Tracking System

Electronic system ([modified version of] Microsoft ACCESS, developed with OIS) providing educational and NHSC status information as well as standard personal data on applicants, and tracking referrals given to the applicants.

Disposition: *Temporary. Delete records when application record is no longer of interest to the Bureau.*

8. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-6 of the Personnel Management and Recruitment Section schedule.

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