

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
FEDERAL BUREAU OF PRISONS

2. MAJOR SUBDIVISION
REGIONAL OFFICES

3. MINOR SUBDIVISION
(SEE ATTACHED)

4. NAME OF PERSON WITH WHOM TO CONFER
OMAR HERRAN

5. TELEPHONE
(202) 514 - 2254

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-129-07-2

DATE RECEIVED
3/26/07

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
8/11/07

ARCHIVIST OF THE UNITED STATES
[Signature]

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: 3/14/07

SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature: Omar Herran]*

TITLE: CHIEF, INFORMATION MANAGEMENT OFFICE

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

8/20/07 Copies Sent to Agency, NWMU, NR

Authority: N1-129-07-02	Existing Regulations:	Approved: Pending
Major Sub. INST/REG/CO	Media: Neutral	Dated:
Minor Sub: All Departments/Programs	System Location: N/A	
Item Name: All Areas, Departments, Programs, and Regional Offices		

1. Regional Administrator's Correspondence and Reference Files - general program correspondence to/from the Regional Administrator covering operational communications primarily with institutions within the Region. It also includes Central Office correspondence and communications with other BOP components and related local, state, or Federal agencies. Correspondence may also include responses to public and inmate inquiries. Reference files may include copies of budget accounting materials, policy documents, personnel documents, and copies of informational reports retained for reference purposes. The content of the communications centers around the program area managed by the Regional Administrators, such as health services, safety, facilities, correctional programs and services, inmate programs, education, staff training and personnel areas, and finance among others.

Disposition: Temporary. Destroy/Delete when 3 years old or when no longer needed for reference purposes, whichever is later.

2. Regional Administrator's Program Reports and Statistical Summaries - periodic monthly, quarterly, biannual, and annual reports, statistics, attendance/participation reports, staff assistance reports, institution budget information, and operational assessment reports submitted by institutions to the appropriate Regional Administrator for program monitoring purposes. Also includes reports issued by the Regional Administrator to the Regional Director or the appropriate Central Office Program Office for overall Regional Office performance matrix.

Disposition: Temporary. Destroy/delete when 3 years old or when no longer needed for reference purposes, whichever is later.

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-129-07-2 Date Sent: 4/19/07 Date Received: _____

Return to sender by: 5/1/07

Route to: David Weber/Jackie Fultz, NR, Room 3600, AII
Return to: Marva Frazier, NWML, Room 2100, AII

- A. This job has also been sent to: NWMD, NWME, NWMWA & NWCTC
- B. NWML general comments on this job: See attached media neutral request for BOP temporary records series.
- C. NWML wishes assistance in appraising these records:

FOR STAKEHOLDER USE. Check the applicable options, and provide the information requested.

- 1. We waive informal review. Please send copy of completed job.
- 2. We wish to review appraisal report. Please send copy of completed job.
- 3. We wish to participate directly in appraising the entire job or the following schedule items:
_____. SHU point of contact for appraisal is:
_____. Phone No. _____.

SHU comments: Concur

Date Sent: April 25, 2007 SHU Signature: Jackie Fultz

NWML Contact: MARVA W. FRAZIER	Room No. 2100, AII
	Phone No.: 71717

Authority:	Existing Regulations:	Approved:
Major Sub. INST/REG/CO	Physical Media: Paper <i>Media Neutral</i>	Dated:
Minor Sub:	System Location: N/A	
Item Name: All Areas, Departments, Programs, and Regional Offices		

per discussion BOP R.O. 4/11/07 my

1. Regional Administrator's Correspondence and Reference Files - general program correspondence to/from the Regional Administrator covering operational communications primarily with institutions within the Region. It also includes Central Office correspondence and communications with other BOP components and related local, state, or Federal agencies. Correspondence may also include responses to public and inmate inquiries. Reference files may include copies of budget accounting materials, policy documents, personnel documents, and copies of informational reports retained for reference purposes. The content of the communications centers around the program area managed by the Regional Administrators, such as health services, safety, facilities, correctional programs and services, inmate programs, education, staff training and personnel areas, and finance among others. ~~This collection may be maintained in paper or electronic PDF/word processing format.~~ *Per BOP R.O. 4/11/07 my*

Disposition: Temporary. Destroy/Delete when 3 years old or when no longer needed for reference purposes, whichever is later.

2. Regional Administrator's Program Reports and Statistical Summaries - periodic monthly, quarterly, biannual, and annual reports, statistics, attendance/participation reports, staff assistance reports, institution budget information, and operational assessment reports submitted by institutions to the appropriate Regional Administrator for program monitoring purposes. Also includes reports issued by the Regional Administrator to the Regional Director or the appropriate Central Office Program Office for overall Regional Office performance matrix. ~~This collection may be maintained in paper or electronic PDF/word processing format.~~ *Per BOP, R.O. 4/11/07 my*

Disposition: Temporary. Destroy/delete when 3 years old or when no longer needed for reference purposes, whichever is later.

Removed Per BOP R.O.

~~**03. Regional Administrator's BP-10 Working Files** - background documentation, formal draft memoranda for the Regional Director's signature, and related supporting documentation regarding the Regional Office's review and response to an inmate's administrative process appeals. ~~This collection may be maintained in paper or electronic PDF/word processing format.~~ *per BOP R.O. 4/11/07 my*~~

~~Disposition: Temporary. Destroy 5 years after final Regional response or when no longer needed for reference purposes, whichever is later.~~