



## BUREAU OF PRISONS - OFFICE OF THE DIRECTOR

### 1. Congressional Correspondence

Volume: 90 linear feet (est.)

Dates: [1992] - present

Correspondence with Senators, Representatives, and Congressional Committees. Major topic is inmate status: transfer, pardon, furlough, etc. Other issues addressed include referrals of constituents seeking employment, perceived competition between Unicor and private industry, and policies on prison employment.

**Disposition:** *Temporary. Cut off files at close of congressional session. Transfer to Federal Records Center (FRC) 2 years after close; destroy 12 years after close.*

### ~~2. Subject Files~~

~~Volume: 58 l.f. (est.)~~

~~Dates: [1988] - present~~

~~Correspondence, memoranda, reports and other documentation covering the range of BOP activities and concerns. Examples include criteria for compassionate release, staff awards, development of policies and programs for handling the Mariel Cubans, prison ministry, and educational issues. Also included are the Director's 'Blue Letters,' which are policy statements issued on an as-needed basis.~~

~~**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. (N1-129-90-1/3)*~~

### 3. State Files

Volume: [2] l.f.

Dates [1991] - present

Correspondence with State and municipal correctional officials, legislators and business people regarding topics such as inmates serving both State and Federal terms, requests for speakers, condolences, thank-yous, frivolous lawsuits, and potential prison sites.

**Disposition:** *Temporary. Destroy when 10 years old.*

### 4. Institution Files

Volume: 8 l.f. (est.)

Dates: 1991 - present

Correspondence and memoranda documenting actions and issues at various correctional facilities. Examples include privately-managed prisons, age waivers for potential employees, staffing patterns, and inmate telephone use. Also included are "after-action reports" on disturbances, and memoranda to the Deputy Attorney General (DAG) on matters such as inmate deaths and suicides, and media attention.

**Disposition:** *PERMANENT. Transfer to the FRC in 1 year blocks when 5 years old. Transfer to NARA in 5 year blocks when most recent record is 20 years old.*

**5. Inmate Files**

Volume: 51 f. (est.)

Dates 1992 - present

Correspondence regarding inmate status, with the inmate and/or family members.

Copies of forms and court documents are also occasionally included

**Disposition** *Temporary. Cut off annually and transfer to storage in 5-year blocks. Destroy when most recent record is 20 years old.*

~~6. DOJ Files~~

~~Volume: 161 f.~~

~~Dates 1989 - present~~

~~Memoranda to/from the Director and heads of BOP components to DAG, DOJ Inspector General, and various Assistant Attorneys General regarding matters such as inmate health care costs, alleged narcotics trafficking by the Nicaraguan contras, accidental death of an inmate, official travel, audit and personnel issues, and a proposed constitutional amendment on victims' rights.~~

~~**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. (N1-129-90-1/2)*~~

~~7. Chronological File~~

~~Volume: [15]1.f.~~

~~Dates [1991] - present~~

~~**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old (N1-129-90-1)*~~

**8. Electronic Correspondence and Reports File**

Dates: 1991 - present (1993 for incoming correspondence).

Automated tracking system. Outgoing correspondence has been scanned in since 1991, incoming documents were added in 1993.

A. **Inputs** - Paper copies of incoming and outgoing correspondence and reports scanned into the system.

**Disposition:** *File paper copies in appropriate program or subject and reading files*

B. **Outputs** -

(1) Paper copies of correspondence and reports.

**Disposition:** *File paper copies in appropriate program or subject and reading file.*

(2) Reports generated for tracking and control purposes such as the weekly overdue report.

**Disposition:** *Temporary. Destroy when no longer needed or when a new report is generated.*

C. **Electronic Tracking System**, including scanned copies of incoming and outgoing correspondence and reports.

**Disposition.** *Temporary. Delete when 20 years old or no longer needed for reference, whichever is sooner.*

~~9. **Directors' Calendars**~~

~~Volume: .75 l.f~~

~~Dates: 1986 - present~~

~~**Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. (N1-129-90-1/4)*~~

**10. Electronic Version of Records Created by the Electronic Mail and Word Processing**

**Applications** covering items 1-7 and 9 of the Office of the Director's schedule

**Disposition:** *Temporary. Delete after recordkeeping copy has been produced*