

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 FEDERAL CORRECTIONAL FACILITIES	
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 NI-129-00-2	
DATE RECEIVED 1-20-2000	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 8-11-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 01-11-2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

Federal Correctional Facilities: (Federal Prison Camps, Correctional Institutions, Detention Centers & Penitentiaries)

SPECIAL INVESTIGATIVE SUPERVISOR PROGRAM

The Special Investigative Supervisor (SIS) investigates any alleged criminal activity, by either staff or inmates, and gathers intelligence on inmates deemed, from their history and/or membership in specified groups, to be particular threats.

1. "HOT" FILES

Documentation on inmates requiring close observation, due to a history of rape, history of assaulting officers, escape risk, martial arts or hacker skills, or membership in a Security Threat Group (STG; gangs, white supremacists, etc.). Records are largely copies of material from the central file, including printouts, copies of photographs, and brief narratives.

Cut off: *At the end of the calendar year in which the inmate dies or leaves the system.*

Disposition: *Temporary. Destroy 3 years after cut off.*

2. POSTED PICTURE FILES

Quick reference version of the hot file; includes a copy of a photograph and highlights of the information. Copies may also be maintained in the Lieutenant's office.

Disposition: *Temporary. Destroy 2 months after inmate is transferred out of the institution.*

3. STAFF CONTACT FILES

Memoranda documenting any incidental staff contact with a released inmate.

Cut off: *Annually (calendar year) Transfer to FRC authorized (in 3-year blocks)*

Disposition: *Temporary. Destroy when 10 years old*

4. ELECTRONIC MAIL AND WORD PROCESSING RECORDS

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