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# Program Statement

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OPI: IPD  
NUMBER: 1227.05  
DATE: 9/21/2000  
SUBJECT: Archival and Historical  
Programs

1. **PURPOSE AND SCOPE.** To define the responsibilities of the Office of Communications and Archives in relation to Bureau archival and historical programs.

The Office of Communications and Archives; located in the Office of Public Affairs; Information, Policy, and Public Affairs Division; has primary responsibility for:

- the collection, preservation, and maintenance of documents, artifacts, and other materials of enduring value that record the Bureau's history, and
- the production of materials and exhibits for public and employee educational purposes.

Due to the Bureau's current and historical role in Federal law enforcement, it is extremely important to maintain and preserve historical documents, artifacts, and other materials in order to communicate an accurate and comprehensive Bureau history.

Each Chief Executive Officer (CEO) is strongly encouraged to preserve Bureau of Prisons history by:

- preserving materials of historical interest;
- maintaining contacts with local groups and organizations interested in the agency's history; and
- cooperating with the Office of Communications and Archives regarding the preservation of historical records and artifacts.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. All records and artifacts that are of enduring value and are important for recording the Bureau's history will be obtained and preserved.

b. Research will be conducted in order to develop books, articles, videos, and special presentations on Bureau history and in response to internal or external requests for specific historical information.

c. Oral history interviews with selected Bureau staff and retirees, retired judicial and law enforcement officials, and other individuals with special knowledge of corrections and prisons, will be conducted and maintained.

d. Historical records, artifacts, and other historically significant materials from Bureau institutions and offices will be collected and preserved.

3. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

PS 1227.04 Archival and Historical Programs (10/8/96)

b. **Directive Referenced**

PS 1350.02 Donations, Acceptance of (6/29/98)

4. **STANDARDS REFERENCED.** None

5. **DEFINITION.** For purposes of this Program Statement, the definition of a **historical record** is any document, book, paper, map, photograph, machine-readable material, or other documentary material made or received by the Bureau in pursuance of Federal law or in connection with the transaction of public business and preserved, or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the U.S. Government, or because of the informational value of the data contained therein (see 44 U.S.C § 3301); and which is no longer needed to conduct the regular, current business of the institution or office (see 44 U.S.C. § 2107).

## 6. RESPONSIBILITIES

### a. Office of Communications and Archives

- (1) Collect, preserve, and maintain historical records and artifacts on:
  - ◆ Individual facilities
  - ◆ Staff training centers
  - ◆ Regional offices
  - ◆ The Central Office
  - ◆ National correctional issues
  - ◆ BOP employees killed in the line of duty
  - ◆ Noteworthy employees
  - ◆ Historically-significant inmates
  - ◆ Significant historical events
- (2) Consult with Central Office and field staff about necessary documentation used in program implementation to ensure that records retained will meet the Bureau's future administrative, legal, research, and historical needs.
- (3) Coordinate procedures with institution and office historians.
- (4) Establish criteria for access to and use of the Bureau Archives.
- (5) Conduct research on Bureau history in response to requests from Bureau components and the general public.
- (6) Display the Bureau's history through:
  - ◆ books,
  - ◆ articles,
  - ◆ videos, and
  - ◆ special presentations.
- (7) Access and provide information in response to requests from law enforcement officials, Bureau personnel, government officials, researchers, academicians, and the general public.
- (8) Conduct an "outreach" program to inform correctional professionals, scholars, and the public of the Bureau's history and the Bureau's collection of historical materials through such media as:

- ◆ pamphlets,
  - ◆ journal articles,
  - ◆ published guides, and
  - ◆ video presentations.
- (9) Establish and operate an oral history program to complement the Bureau's written and artifact collections. This involves recording interviews with such persons as:
- ◆ retired Directors,
  - ◆ former Wardens,
  - ◆ other former or retired Bureau staff,
  - ◆ retired judicial or law enforcement officials,
  - ◆ former inmates, and
  - ◆ other individuals with special knowledge of corrections and prisons.
- (10) Receive artifacts, memorabilia, document collections, photographs, etc., beyond those required by Section 6.a.(1) and related to corrections, in accordance with regulations governing the acceptance of donations.
- (11) Establish, control, and maintain historical displays and museum exhibits.

b. **Institutions and Offices**

- (1) It is **highly recommended** that each Assistant Director, Regional Director, Warden, and Staff Training Center Director appoint an employee to serve as Institution or Office Historian as a collateral duty assignment. This collateral duty will be filled on a strictly voluntary basis for bargaining unit employees.

Criteria for selection need not necessarily include academic qualifications but should include an interest in the institution's or Bureau's history.

Institution and Office Historians are to serve as the division's, regional office's, institution's or staff training center's liaison with the Chief of Communications and Archives and with local retirees clubs and local historical societies.

(2) Each Institution or Office Historian will:

- ◆ Establish and preserve a historical collection, that would include copies of significant documents, photographs, videos, artifacts, and newsletters, as well as newspaper and magazine articles about the institution or office.

(3) Each Institution or Office Historian is encouraged to:

- ◆ Establish an appropriate register of current executive staff and department heads and periods of service for permanent retention and preservation.
- ◆ To the extent practicable, collect and preserve similar information concerning former executive staff and department heads.
- ◆ Contact the local chapter of Bureau retirees to identify potential sources of documents, photographs, artifacts, and participants for oral history projects.
- ◆ Be available to conduct oral history interviews.

(4) Central Office Division historians should work closely with the Chief of the Office of Communications and Archives regarding the collection, preservation, maintenance, storage, and display of historical records for the Central Office.

**7. RELEASE OF INFORMATION.** Information on former or current employees will be disseminated in accordance with the Freedom of Information Act and the Privacy Act.

/s/

Kathleen Hawk Sawyer  
Director