



U.S. Department of Justice
Federal Bureau of Prisons

OPERATIONS MEMORANDUM

OPI: IPP/PIM
NUMBER: 004-2016
DATE: 7/26/2016
EXPIRATION DATE: 7/26/2017

Guidelines for Submitting Records to Federal Records Centers

/s/

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1. PURPOSE AND SCOPE

To ensure the preservation of Bureau records and information with long-term value and to establish a method for removing and disposing of records when they reach the end of their retention period.

This OM provides instruction to staff responsible for processing and transferring records to a Federal Records Center (FRC).

Effective with the issuance of this OM, the Records and Information Management (RIM) Section, Information, Policy, and Public Affairs (IPPA) Division, Central Office, is now the centralized point of contact for the agency regarding all records-related requirements.

The Records and Information Management Section has replaced the Information Management Office (IMO) and handles the responsibilities previously assigned to the Office of Public Affairs (OPA) and Office of General Counsel (OGC) that pertain to records management. The Records Management Program acts in accordance with [OMB Memorandum M-12-18 Managing Government Records](#) and the Program Statement **Records and Information Management Programs**.

2. REQUIREMENTS

The procedure for submitting information to an FRC has changed.

The previous procedure involved completing the required SF-135 (Records Transmittal and Receipt form) and a detailed box listing, before submitting them to your FRC for approval and receipt of a Transfer Order Number.

Effective July 22, 2015, send *all* SF-135 requests to the RIM Section via GroupWise Mailbox BOP-IPP/Records Mgmt~@bop.gov. RIM Staff will process your requests through the Archives and Records Centers Information System (ARCIS) and e-mail the Transfer Order Number and applicable supporting documentation back to you. You will still be responsible for mailing your own records to the FRC.

For assistance in filling out the SF-135, please see the RIM Sallyport page:

<http://sallyport.bop.gov/co/ipp/npim/RIM%20version%202.jsp>

Note: The Page Resources menu on the left side of the page contains a link named “How To’s”. This provides instructions on “How to Fill Out an SF-135” as well as an SF-135 example.