REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-129-04-8

DATE RECEIVED
8/13/2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
12-22-04	_(signature)_

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

2. MAJOR SUBDIVISION
CENTRAL OFFICE

3. MINOR SUBDIVISION
(SEE ATTACHED)

4. NAME OF PERSON WITH WHOM TO CONFER
OMAR HERRAN

5. TELEPHONE
(202) 514 - 2254

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
8/2/04	_Omar Herran_	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

2A 1/5/05 Copies sent to Agency, NWMD, NWMW, NR

Draft UNICOR e-Records (Millennium)

Authority: N1-129-04-8	Item#	Approved:
Major Sub. BOP/CO/UNICOR	Physical Medium: Electronic	Dated:
Minor Sub: MISD	System Location: Washington, D.C.	
Item Name: UNICOR Millennium System	Secondary Location: Lexington, Kentucky	

UNICOR - FEDERAL PRISONS INDUSTRIES AND EDUCATION

UNICOR, or Federal Prison Industries Inc., is a non-appropriated government corporation, operated by the Industries, Education and Vocational Training Division of the Bureau of Prisons. UNICOR's mission is to employ and provide skills training to the greatest practicable number of inmates within the Federal Bureau of Prisons, contribute to the safety and security of the nation's correctional facilities by keeping inmates constructively occupied, produce market-price quality goods for sale to the Federal Government, and operate in a self-sustaining manner, with minimal effect on private business and labor.

MILLENNIUM SAP/R3 SYSTEM AND THE BUSINESS WAREHOUSE (BW) MODULE

SAP/R3 is a commercial software product whose full title is Systems, Applications and Products, Real time, three tier architecture. UNICOR's application is interchangeably referred to as SAP, R3, or Millennium. It is a mission critical full-scale manufacturing automation support system that allows UNICOR users to track and manage business functions. Examples include vendor delivery, returns of rejected orders, schedules of deliveries from vendors/suppliers, the delivery type, and the time elapsed between order placement and receipt. The Millennium system began operating on May 31, 2000. The data originate in the Bureau's Lexington facility with the creation of sales orders. These in turn allow the system to create production orders which then generate other functions such as raw material availability, purchasing, distribution and so forth.

Business Warehouse (BW) is a module of R3, designed to be the main reporting tool. Using the R3 database, BW provides various extracts in response to queries. These extracts are sent directly to the requestors' computers, in easily manipulable formats. Although it can be accessed from the same computer, BW is a separate database and is on a separate server from R3.

1. INPUTS

A. HARD COPY
Order forms and data entry notes, correspondence, quotes regarding the production of goods, requests and factory supplies, overhead items or items used in production, raw material price and quantity, plant name and location, distribution channels, and sales data documentation related to UNICOR's manufacturing plant operations.

Retention: Temporary
Guidance: Destroy after 3 years or when no longer needed for reference or operations, whichever is later..

B. ELECTRONIC DATA LOADED INTO BW FROM R3
Examples include records on production, sales orders, receipts, returns, supply transfer from warehouse to factory, and inventory.

Retention: Temporary.
Guidance: Delete when 3 years old or no longer needed for reference or operations, whichever is later.

2. OUTPUTS
Examples include reports on such topics as goods receipt, credit card orders, inventory, open orders, and scheduling and production. Also included are documents such as inventory forms and vendor/supplier lists, as well as customized reports on productivity and sales trends, among other subjects.

Retention: Temporary
Guidance: Destroy when 3 years old or when no longer needed for reference or operations, whichever is later.

3. DATA
Relational Database Management System (RDBMS) records located in a variety of tables containing information such as product description, supplies and inventory, supplier references and data, customer profiles, account histories, sales and scheduling records and production plant capacities, among other manufacturing operations details.

Retention: Temporary
Guidance: Transfer data to the Professional Business System (PBS) program when all elements of the production transaction are completed and the cycle is more than two audit cycles old.

4. DOCUMENTATION

User and system operation documentation providing technical details such as data administration, accounts administration, and R3 and BW module administration. User documentation includes step-by-step instructions to R3 users for the system's transactions, data entry/retrieval, and reporting and other capabilities.

Retention: Temporary
Guidance: Destroy when superseded or when no longer needed for reference or information purposes.