

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-060-09-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/27/08</i>	
1. FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of Federal Detention Trustee (OFDT)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>[Signature]</i> Thomas J. Forck Jr.	5. TELEPHONE NUMBER 202-353-1399	DATE <i>2/3/09</i>	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 needed now for the business for 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,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>12/23/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director, OAMP</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

Department of Justice: Office of Federal Detention Trustee (OFDT): OFDT Workflow System (OWS)

OWS is an IT system designed to transmit data collected, generated and used by agencies and organizations and supports the process for designating prisoners sentenced by a Federal court to a Federal correctional facility. OWS automates and expedites the process by which such designations are made, previously a paper process, leading to a potential reduction in detention costs. Records included in this system coordinate between the U.S. Probation Office (USPO), United States Marshall's Service (USMS) district offices and the Bureau of Prisons (BOP) to ensure that a prisoner is designated to the appropriate facility in a cost effective manner, ensuring safety and security. The information stored on and transmitted by OWS is ultimately owned by other Federal agencies. OWS includes law enforcement and security related records which are generated by the USMS and the USPO in connection with their internal processes for processing, safekeeping, sentencing, designation and commitment of a Federal prisoner to a Federal BOP facility. This schedule applies to data maintained at OFDT and not record copies of the responsible agencies.

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**Subsystem Name: e-Designate**

**Applicability:** OFDT, USMS, BOP, U.S. District Courts

**Restrictions:** This system contains information restricted under the Privacy Act. The data transmitted by OWS is ultimately passes to the Bureau of Prisons (BOP), which has the responsibility for filing a System of Record Notice (SORN).

**Purpose:** The *eDesignate* system has become the method for the U.S. Marshals Service (USMS), the Bureau of Prisons (BOP) and the 94 United States Federal Court Districts to process designations and initiate the movement of prisoners to their commitment location.

1. ~~Inputs~~

~~A system to system transfer from the USPO Probation Automated Case Tracking System (PACTS) initiates the designate process. Input documents include:~~

- ~~• the Judgment and Commitment order (J&C)~~
- ~~• Pre-Sentencing Investigation report (PSI)~~
- ~~• Statement of Reasons (SOR)~~
- ~~• USMS 129 data~~
- ~~• Detainers, and other designation data, as required~~

~~Fielded data is manually input by the responsible agency throughout the designation process.~~

~~Disposition: Delete when data has bee entered and verified into the master file or database.  
(GRS 20)~~

## 2. Master File

### a. Performance data:

A database that tracks prisoner records from sentencing to commitment to a Federal facility for service of his/her sentence. Information documented may include prisoner identifying information, crime and sentence information, requests to move the prisoner (with accompanying data such as when and where to move, reason for the move, applicable releases), data about the actual relocations of the prisoner, and comments. A new record is created for each designation.

Disposition: TEMPORARY. Delete when 10 years old or when no longer needed for trend analysis, or whichever is later.

b. Attached documentation for closed files are separated from active files and downloaded by BOP. Cases are closed when the prisoner arrival date is recorded in the BOP SENTRY database.

Disposition: TEMPORARY. Cut off after a case is closed. Delete 30 ~~years~~<sup>days</sup> after cutoff, unless a longer retention period is necessary because of pending administrative or judicial proceedings.

## 3. Outputs

a. eDesignate sends designation information data and documents to the BOP designated institution.

Disposition: TEMPORARY. Destroy with acknowledgement of receipt by designated institution.

b. Crystal Reports which are available to District and BOP leadership for the purposes of tracking designation timelines.

Disposition: TEMPORARY. Destroy when 2 years old or when no longer needed for tracking timelines.

## 4. System Documentation

Disposition: TEMPORARY, destroy when superseded or obsolete. (GRS 20)

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### **Subsystem Name: Electronic Intergovernmental Agreements (e-IGA)**

**Applicability:** OFDT, USMS, BOP, U.S. District Courts

**Restrictions:** This system contains confidential commercial or financial information submitted which is considered source selection information which must be protected from unauthorized disclosure in accordance with section 27 of the Office of Federal Procurement Policy Act (the Procurement Integrity Act). Specifically, information collected under eIGA is protected by the Federal Acquisition Regulation (FAR) at Part 24, Freedom of Information, which provides no agency shall disclose any information obtained pursuant to FAR 15.40-3(b) which is exempt from disclosure under the Freedom of Information Act (See 10 U.S.C. 2306a(d) (2) (c) and 41 U.S.C. 254b(d) (2) (C).)

## 1. Inputs

Information about detention facilities are manually input into the system by State and local facility owners during the initial application process and when reapplying.

The same process is followed by State and local governments when they apply for amended rate adjustments due to changing per diem rates.

Core-rate baselines generated by the system and negotiated rates which are manually input by OFDT after rate is set.

Disposition: TEMPORARY. Destroy when information is transmitted and verified in database.

## 2. Master File

- a. Capacity, services, and quality provided by each facility (medical, local transportation, etc).
- b. Core-rate baselines to support the negotiator in establishing a fixed-rate price. Tracks the negotiated rate and all stages within each IGA lifecycle, from application to implementation.
- c. Negotiated rates within each IGA lifecycle from application to implementation.
- d. Jail operating expenses that will provide the basis for budget estimates.

Disposition: TEMPORARY. Destroy in 10 years or when no longer needed for analysis, whichever is latest.

## 3. Outputs

Data management reports that track the negotiated rate and all stages within each IGA life-cycle from application to implementation.

Disposition: TEMPORARY. Destroy when 2 years old or when no longer needed for tracking timelines.

## 4. System Documentation

Disposition: TEMPORARY, destroy when superseded or obsolete.

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### **Subsystem Name: Facility Review Management Systems (FRMS)**

**Applicability:** BOP, USMS, Civil Rights Division, Immigration and Customs Enforcement (ICE)

**Restrictions:** This system contains confidential commercial or financial information the disclosure of which may be restricted under the Freedom of Information Act (FOIA). This system contains information restricted under the Privacy Act.

**Purpose:** The Facility Review Management System (FRMS) is a web based system that manages OFDT detention facility review planning, execution and closeout actions. OFDT uses FRMS as a tool to help ensure that facilities are safe, secure, and humane, protect both statutory and constitutional rights of detainees, and provide basic services in an acceptable manner.

FRMS manages workflow and presents screen-rendered checklists that facility reviewers use to gather information about a facility. After information is gathered using FRMS, FRMS manages necessary changes and the integration of separate sections. FRMS supports transfer of facility information and generates a variety of management reports.

### 1. Inputs

The FRMS process begins when the OFDT initiates the Review case folder by defining the Facility Name and Review Date and assigning a Senior Project Manager (SPM) to complete the review. OFDT initiates a Review. Checklists are completed by the reviewer and uploaded into FRMS.

Disposition: TEMPORARY. Destroy when information is successfully captured into the case folder database.

### 2. Master File

The FRMS maintains a Case Folder in which an OFDT affiliated team visits a facility, observes the facility characteristics, practices, policies and procedures and measures and records these observations against the 1,000 + areas of inquiry comprising the FRMS checklist

Case folders contain all review documents to include but are not limited to the following:

- completed checklists uploaded by the SMEs who performed the facility review
- the overall performance rating for the facility
- detention facility deficiencies and the required corrective actions
- draft findings report along with any agency comments
- appeal documentation if Corporation/Facility disagrees with findings

Disposition: TEMPORARY. Destroy 10 years after close of review (including any appeals process) or when no longer needed for analysis, whichever is latest.

### 3. Outputs

FRMS provides Facility Review Reports and, if necessary, Follow-Up Review Reports. The reviewed findings are sent to the reviewed facility, which may appeal.

Disposition: TEMPORARY. Destroy when 2 years old or no longer needed for conducting business.

### 4. System Documentation

Disposition: TEMPORARY, destroy when superseded or obsolete. (GRS 20)

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**Subsystem Name: Facility Locator**

**Applicability:** OFDT, USMS, BOP, U.S. District Courts

**Restrictions:** This system contains confidential commercial or financial information the disclosure of which may be restricted under the Freedom of Information Act (FOIA). This system contains information restricted under the Privacy Act.

**Purpose:** The Facility Locator is an expansion of the National Clearinghouse for Detention Space, a web-based national repository for State and local governments to post vacancies and facility information. The Facility Locator provides a national search engine that lists available bed space and facility details by state, county, region, facility, etc.

1. ~~Inputs~~

a. The Facility Locator uploads data three times daily from an external integrated criminal justice information collection service and database. These uploads pertain to available bed space at participating facilities.

b. State and local facilities, and private providers, with current federal contracts, post availability of detention facilities (vacancies) and services.

Disposition: TEMPORARY. Destroy when new data is successfully captured.

2. Master File

The Facility Locator synchronizes captured and updated facility and service information with facility availability and allows expanded search capabilities.

Disposition: TEMPORARY. Destroy when 10 years old or no longer needed for analysis, whichever is later.

3. ~~Outputs~~

Customized Reports - Federal agencies query the Facility Locator to help pinpoint needed detention facilities and services.

Disposition: TEMPORARY. Destroy when 2 years old or when no longer needed for conducting business, whichever is later.

4. ~~System Documentation~~

Disposition: TEMPORARY. Destroy when superseded or obsolete. (GRS 20)