

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>71-129-04-3</b>	DATE RECEIVED <b>4-30-2004</b>
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN	5. TELEPHONE  (202) 514 - 2254	DATE <b>8/25/04</b>	ARCHIVIST OF THE UNITED STATES <i>Leis Ballede</i>
<b>6. AGENCY CERTIFICATION</b> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>4/25/04</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)		

*cc Agency NR*

Authority:	Item#	Approved:
Major Sub.NIC	Physical Medium: Electronic	Dated:
Minor Sub: NIC Information Center		
Item Name: NIC WEST		

### **Detail: NIC Information Center Library Collection Databases**

#### **The National Institute of Corrections**

The National Institute of Corrections (NIC) is an agency within the U.S. Department of Justice, Federal Bureau of Prisons. The Institute is headed by a Director appointed by the U.S. Attorney General. Both a direct-service and funding agency, NIC's five legislatively mandated activities are training, technical assistance, research and evaluation, policy and standards formulation and implementation, and serving as an information clearinghouse.

The NIC Information Center and Library were established in response to the legislative mandate "to serve as a clearinghouse and information center for the collection, preparation, and dissemination of information on corrections." The mission of these information services is to assist in improving current policies, practices, standards and procedures through support to corrections practitioners and policy makers. These services result in an identifiable and responsive resource for information regarding prisons, jails, probation, parole and community-based corrections.

Consistent with its mission, the Information Center acquires and disseminates practical, useful, operationally oriented materials and documents dealing with the most current issues and innovations in the field of corrections. A function of the Information Center is the maintenance and operation of the Robert J. Kutak Memorial Library - the Collection that houses all documents.

**System description:** This database information system started in 1988. The system was created using DB/TextWorks, a commercial text-based software package that enables information professionals to index, manage and retrieve text, images and multimedia objects. The database houses the online library catalog describing the holdings of the NIC Information Center library collection which currently contains about 18,500 records. The database contains information about books, periodicals, journals, newsletters; reports, audiovisuals, web sites, and electronic files cataloged into the library collection. The database also stores inventory information about quantities of printed documents available for distribution.

**1. Input:** Input comes from various sources and are keyed into the system. Data is collected from bibliographical materials pertaining to books, periodicals, reports, audiotapes, video tapes and other electronic, paper and multimedia information that are acquired for the collection. Data is also collected from receiving reports and delivery orders of shipments received.

Retention: Temporary

Guidance: Delete or destroy when superseded or obsolete.

**2. Output:** The system generates reports which can be output to paper, email and/or electronic file. The information includes usage reports, bibliographic search results, availability status, pending orders and renewal reports. Also, labels for physically processing new additions to the collection are generated from the Catalog as well.

Retention: Temporary

Guidance: Delete or destroy when superseded or no longer needed for reference purposes.

**3. Data:** Information describing each specific library holding including data descriptors such as title, author, corporate source, location, publication date, subject, type of periodical, copies in stock and location of stock copies. Keyword annotations provide a searchable description of the library holdings, while fields such as date keyed, label text, and copy information provide administrative data for the collection.

Retention: Temporary

Guidance: Delete or destroy individual record content when associated holding is superseded or obsolete.

**4. System Documentation:** The Inmagic/DB/TextWorks software manuals provide information on how the cataloging software functions. The software also provides documentation through its online help files. The preparation of content for the fields used is provided by a Cataloger's Guide developed by Information Center library staff.

Retention: Temporary

Guidance: Destroy when superseded or no longer of use to agency.