

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

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

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
771-129-04-4

DATE RECEIVED  
4-30-04

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
8/25/04

ARCHIVIST OF THE UNITED STATES  
*Jan Kollar*

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 4/25/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE
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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 GRS OR SUPERSEDED JOB CITATION	10.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 Requestor Database**

#### **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**

The NIC Information Center Requestor Database started in FY 2000 and was created with Microsoft Access. It is a network server-based automated records system that tracks individual requests for research assistance, documents, or other information provided by the NIC Information Center. The database is used to screen incoming requests to avoid duplication of effort, to generate mailing labels for information packets, to generate production reports, and to provide access to data dealing with individual or aggregate requestor services.

**1. Inputs:** Data entry collected from the user originating the request. Personal requestor's information is entered along with the nature of the request and the information provided and delivered by the agency. Requests are tracked by a unique identifier; this feature helps to speed the information delivery process, and prevents the user from placing the same type of request more than once.

Disposition: Temporary.

Guidance: Delete or destroy when the agency determines they are no longer needed for administrative or operational purposes.

**2. Outputs:** Outputs include mailing labels, packet cover letters, monthly management and production reports that are included in contract reports, requestor statistics and ad hoc reports for special analysis of information services.

Disposition: Temporary.

Guidance: Destroy when three years old or when superseded or canceled, whichever is later.

**3. Data:** Key intake information fields: Date of request, requestor's name, address, agency, phone, and method of contact.

Needs and Response fields: Type of request, type and quantity of response provided.

Delivery Information fields: Date of response, method of response, staff effort, cost of shipping.

Disposition: Temporary

Guidance: Delete when the agency determines data is no longer needed for administrative, or operational purposes.

**4. System Documentation:** The MS Access software user manuals provide basic information on Access; commented programming code provides descriptions of various customized application functions; and a user guide to the system is currently being developed.

Disposition: Temporary.

Guidance: Destroy when system is superseded or replaced.

**5. Electronic Mail and Word Processing Copies:** Electronic copies of records created on electronic mail and word processing systems and used solely to generate a record keeping copy of records covered by other items in this schedule.

Disposition: Temporary.

Guidance: Delete after the record keeping copy has been produced.