

<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 <i>71-129-04-5</i>	DATE RECEIVED <i>4-30-2004</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>30 Apr 2004</i>	ARCHIVIST OF THE UNITED STATES <i>Leis Bellard</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 <i>4/25/04</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 Research 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:** These databases started in 1998 and use Inmagic DB/TextWorks. DB/TextWorks is commercial text-based software that enables information professionals to index, manage and retrieve text, images and multimedia objects.

The databases store information about various corrections-related programs such as community-based correctional programs for women; direct supervision jails; and correctional training facilities. The Databases automate the results of the research projects conducted by NIC and are used to help locate resources available.

**1. Inputs/ Source Records:** Data is received from documentation (survey responses; phone interviews) from original research conducted by the NIC Information Center with state, county, and local correctional agencies.

Disposition: Temporary.

Guidance: Delete when superseded or obsolete.

**2. Outputs:** Reports are generated to display the information collected in the research project. Forms are created using the Inmagic Software to allow for electronic searching of collected data on both local networked computers and on the NIC web site.

Disposition: Temporary.

Guidance: Delete when no longer needed for administrative or operational purposes.

**3. Data:** Information content includes descriptions of the correctional programs. Specific fields include program name, agency contact information, date facility opened, date program began, description of services provided, facility name, facility description, facility capacity, training facility resources.

Disposition: Temporary.

Guidance: Delete or destroy when program is canceled, superseded or no longer needed for reference purposes, whichever is later.

**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.

Disposition: Temporary.

Guidance: Destroy when system is replaced or obsolete.