

**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 FEDERAL CORRECTIONAL FACILITIES / <i>Central Office</i>	
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 <i>71-129-05-1</i>	
DATE RECEIVED <i>11-1-2004</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>2-15-05</i>	ARCHIVIST OF THE UNITED STATES <i>Kevin Bellard</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 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 <i>10-22-04</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 NAWM, NWCS*

## **Federal Bureau of Prisons: Record Group 129**

### **CENTRAL OFFICE - ADMINISTRATION DIVISION FACILITIES BRANCH**

The Total Maintenance System (TMS) is an Access-based commercial program used to track all equipment, work orders, vehicle maintenance, security system maintenance, and B&F expenditures in Federal correctional institutions. The system is widely used in hospital administration; BOP's version has been only slightly modified, at the level of field names. TMS is presently being converted from a LAN to a Web operation. The contractor is responsible for upgrades and support; the BOP system manager has written the manuals used for training and operation.

BOP has used this system, in gradually upgraded versions, since 1985; the oldest records date to 1995 or 96. The institutions enter data and produce monthly reports, in Access; these are sent to the Regional offices, then to CO, where they are compiled into agency-wide electronic files and hard copy documents. The institutions back up TMS daily and archive yearly. Three years of data are kept online (program review cycle); older files are on CD or tape. Monthly reports include the number of work orders, the number completed, updates on all building and repair projects, vehicle reports and energy use reports. Annual reports cover topics such as equipment upgrades for laundry & food service, electronic systems, and vehicles.

#### **1. Total Maintenance System (LAN-based).**

a. Input. Work requests and orders, invoices, progress and usage reports and other documentation entered into TMS.

*Disposition: Temporary.* Destroy one year after verification.

b. Output. Recurring and one-time reports. Examples include major and minor work reports, perimeter detection system, energy conservation and ADA compliance.

*Disposition: Temporary.* Destroy when seven years old or when no longer needed for legal or administrative purposes, whichever is sooner.

c. Data.

*Disposition: Temporary.* Delete one year after transfer into successor system and verification.

d. System documentation. Supporting material such as code books, record layouts, data dictionaries and source codes.

*Disposition: Temporary.* Destroy when superseded.

2. **Total Maintenance System (Web-based).**

a. Input. Work requests and orders, invoices, progress and usage reports and other documentation entered into TMS.

*Disposition: Temporary.* Destroy one year after verification.

b. Output. Recurring and one-time reports. Examples include major and minor work reports, perimeter detection system, energy conservation and ADA compliance.

*Disposition: Temporary.* Destroy when seven years old or when no longer needed for legal or administrative purposes, whichever is sooner.

c. Data.

*Disposition: Temporary.* Delete annually when oldest records are seven years old.

d. System Documentation. Supporting material such as code books, record layouts, data dictionaries and source codes.

*Disposition: Temporary.* Destroy when superseded.

3. **Electronic version of records created by the electronic mail and word processing applications for items 1 and 2 above.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate record-keeping copies of the material covered by the item listed above. Also included are electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

**Disposition:** *Temporary.* Destroy/delete within 180 days after the record-keeping copy has been produced.