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| 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 |

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| LEAVE BLANK (NARA use only) | |
| JOB NUMBER <i>71-129-05-15</i> | |
| DATE RECEIVED <i>4-11-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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>4/7/05</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 2 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.

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| DATE <i>4/7/05</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 GRS OR SUPERSEDED JOB CITATION | 10.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) | | |

INST e-Records Health Services - Food Service 4 System (FS4) - Draft

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|----------------------------|-------------------------------------|-----------|
| Authority: N1-129-05- | Item# | Approved: |
| Major Sub. BOP/CO/INST | Physical Medium: Electronic & Paper | Dated: |
| Minor Sub: Health Services | System Location: CO and INST | |
| Item Name: FS 4 | | |

FOOD SYSTEM 4

Food System 4 is a commercial off-the-shelf software program designed to handle all aspects of food service at large institutions. The vendor is Unisoft Systems, Inc., which provides upgrades and technical support. The system was modified slightly for BOP use. Current reports are covered by items 1 and 2 of the Central Office schedule, N1-129-01-07; and items 1, 2, 7 and 9 of the Institutional schedule, N1-129-00-11.

1. Input.
Information entered at the institutions regarding inventory, purchases, vendors, menus, usage and other activities.

Disposition: Temporary. Delete/destroy when 1 year old or when superseded or obsolete, whichever is sooner.

2. Output.

Periodic reports provided to institutions, Regional Offices and CO, and ad hoc reports as needed. Topics include daily, weekly and 35-day menu plans; average consumption; and inventory monitoring, maintenance and projection.

Disposition:

08/09/05
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- ~~A- Monthly Nutrition Report. Temporary. Destroy when 1 year old. (IAW N1-129-00-11)~~
- ~~B- Survey Reports. Temporary. Destroy when 2 years old. (IAW N1-129-00-11)~~
- ~~C- Job Efficiency Training Reports. Temporary. Destroy when 1 year old. (IAW N1-129-00-11)~~
- ~~D- Monthly Nutrition Report. Temporary. Destroy when 1 year old. (IAW N1-129-01-07)~~
- E- All Others. Temporary. Destroy when superceded or obsolete.

3. Data.

Fields include menus, recipes, vendor information, cost analysis, storeroom/warehouse inventory, on-hand balance, monthly accumulations, budget processing, time-driven activities such as storeroom requisitions, and other records.

Disposition: Temporary. Delete when 4 years old or no longer needed for administrative, financial or audit purposes, whichever is shorter.

4. System Documentation.

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

Disposition: Temporary. Destroy when superseded.

5. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-4 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 items listed above. Also included are electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

Disposition: Temporary. Destroy/delete within 180 days after the record-keeping copy has been produced. Longer retention is authorized.