

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-129-05-16	DATE RECEIVED 5-25-2005
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 5/15/05	ARCHIVIST OF THE UNITED STATES <i>John Lambert</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.

DATE 5/24/05	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

CO Admin Division - Trust Fund Branch, TELEPHONE MONITORING SYSTEMS

Authority: N1-129-05-	Item#	Approved:
Major Sub. BOP/CO/ADMIN	Physical Medium: Electronic & Paper	Dated:
Minor Sub: Trust Fund Branch	System Location: Agency-wide	
Item Name: TELEPHONE MONITORING SYSTEMS		

**CENTRAL OFFICE - ADMINISTRATION DIVISION
TRUST FUND BRANCH - TELEPHONE MONITORING SYSTEMS**

1. **Inmate Telephone System (ITS)**

This system processes inmate telephone calls, maintains lists of approved telephone numbers and contact persons, and tracks telephone call financial data.. The system was developed by a contractor who is responsible for all upgrades. Data are maintained at both Central Office (CO) and in Chantilly, VA. Funds available for calls come from TRUFACS (see N1-129-05-07); other information is entered at the institutions. ITS produces a daily reconciliation report on funds expended and available; other reports can be produced as needed.

a. **Input.** Extract files (funds available for calls, from TRUFACS) and call data (approved telephone numbers and contact information).

Disposition: Temporary. Destroy 30 days after verification.

b. **Output.** Reconciliation report on funds expended and available is produced daily. Ad hoc reports vary according to the needs of the institution; most are concerned with call data.

Disposition: Temporary. Destroy when 2 years old or when no longer needed for legal or administrative purposes, whichever is later.

c. **Data.** Inmate telephone call data records, ITS transactions and balances.

Disposition: Temporary. Archive annually in ITS when records are 9 years old. Delete annually 10 years after archiving or when no longer needed for legal or administrative purposes, whichever is later.

d. **System Documentation.** Supporting material such as code books, record layouts, data

dictionaries and source codes.

Disposition: Temporary. Destroy when superseded.

2. Inmate Trust Fund Digital Recorder (INTRUDR)

This system digitally monitors and records all inmate telephone calls and call data information. This system also tracks all monitoring information. The system was developed by a contractor who is responsible for all upgrades. Data are maintained at both Central Office (CO) and in Des Moines, IA. Central Office receives monthly downloads from the system to track monitoring numbers and update call data information.

a. Input. Extract files, call data information, and other monitoring documentation.

Disposition: Temporary. Destroy after verification.

b. Output. There are no required reports from this system. As noted above, extracts regarding completed calls and monitored numbers are provided to Central Office. Also, reports related to call details are generated on an as-needed basis by each institution.

Disposition: Temporary. Destroy when 2 years old or when no longer needed for legal or administrative purposes, whichever is later.

c. Data. Call recordings, call data information, call monitoring information.

Disposition: Temporary. Deleted in the system after 180 days or when no longer needed for legal or administrative purposes, whichever is later.

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 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.