REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1·129-06-8

DATE RECEIVED

3-20-06

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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

DATE

2/6/06

ARCHIVIST OF THE UNITED STATES

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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE

3/22/06

SIGNATURE OF AGENCY REPRESENTATIVE

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 GRS OR SUPERSEDED JOB CITATION	10.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, NWMD, NWMWA, NWCTC

115-109   NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

Authority: **N1-129-06-** *8*	Item#	Approved:
Major Sub. BOP/CO/ADMIN	Physical Medium: Electronic & Paper	Dated:
Minor Sub: Trust Fund Branch	System Location: Agency-wide	
Item Name: **TRULINCS**	*Rec'd: 3. 20. 2006*	

TRUST FUND LIMITED INMATE COMMUNICATION SYSTEM (TRULINCS).

This system allows inmates to exchange electronic messages with approved members of the public. Inmates participating in the program will not have access to the Internet. This system is a series of pilot projects which began initial testing at one institution in April 2005. After the pilot programs have ended, they will be evaluated. If these pilot programs are successful, the system may be implemented nationwide. The system was designed by the BOP and developed by a contractor, who is responsible for all upgrades; BOP is responsible for maintenance and documentation. Data are maintained at both Central Office (CO) and in Des Moines, IA. TRULINCS accounting data are maintained by the TRUFACS system (N1-129-05-07, item 3). TRULINCS electronic mail data retention requirements are analogous to the telephone recording retention requirements found in the Telephone Monitoring Systems (N1-129-05-16, item 2). Back-up tapes for TRULINCS will use the retention requirements found in GRS 20, Section 8.

1.   Input.
   A.   Electronic messages.
        Disposition: Temporary. Delete/overwrite 180 days after date of creation.
   B.   Electronic message contact list of approved inmate public contacts, updated whenever changes to a contact list are approved by staff.
        Disposition: Temporary. Delete when inmate no longer participates in the program.
   C.   Paper copy of Inmate Agreement for Participation in Program
        Disposition: Temporary. Destroy after electronic image(s) capture has been verified.
2.   Output
      Paper printout of textual data or image documentation
      Disposition: Temporary. Destroy when no longer needed for reference purposes.

3. Data.

~~A. Inmate minutes account information~~
Disposition: Temporary. ~~Transfer to the TRUFACS system~~ (N1-129-05-07, item 3), upon ~~approval of inmate special request for minutes transfer.~~

B. Electronic Message and Metadata (Personal identification, time usage, electronic message data, contact information, and electronic messages.)
Disposition: Temporary. Destroy 180 days after creation, or when no longer needed for legal or administrative purposes, whichever is later.

C. Scanned Document(s) - Inmate Agreement for Participation in Program and supporting documentation.
Disposition: Temporary. Delete when inmate no longer participates in the program.

4. System Documentation.
Supporting material such as code books, record layouts, data dictionaries and source codes.
Disposition: Temporary. Destroy when superseded or when no longer needed for reference purposes.