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

CENTRAL OFFICE

3. MINOR SUBDIVISION

(SEE ATTACHED)

4. NAME OF PERSON WITH WHOM TO CONFER

OMAR HERRAN

5. TELEPHONE

(202) 514 - 2254

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/25/08	*Omar Herran*	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

AH 6/17/08 copies sent to Agency, NWMW, NIR

115-109

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

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

eRecords - UNICOR's VSS Storage System Draft

Authority:NI-129-08-xx	Existing Authority(ies):	Approved:
Major Subdivision: UNICOR/CO	Physical Medium: Electronic	
Minor Sub: UNICOR/FPI	Location: Central Office Washington, D.C.	
Item Name: UNICOR's implementation of MS Visual System Safe	WWW.UNICOR.GOV	

GENERAL AGENCY MISSION

UNICOR is the legal trade name for the Federal Prison Industries (FPI), a wholly-owned, Government corporation established by Congress on June 23, 1934. Its mission is to employ and provide job skills training to the greatest practicable number of inmates confined within the Federal Bureau of Prisons; contribute to the safety and security of our Nation's Federal correctional facilities by keeping inmates constructively occupied; produce market-priced quality goods and services for sale to the Federal Government; operate in a self-sustaining manner; and minimize FPI's impact on private business and labor.

I. UNICOR'S VSS SYSTEM:

Since 2004, UNICOR has implemented an electronic file version control and management system using commercial software developed by Microsoft. The purpose of this system is to provide an electronic storage library to maintain information, where the retention and access of prior versions is of value to the organization. Any digital file can be stored by this application. Having a version chronology facilitates the user's ability to track changes over time.

A. INPUT: Upload files and data entry of index information related to the upload of digital files including but not limited to PDF, HTML, DOC, XLS, MDB, Flash, and TXT containing information to be posted on the Internet, internal documentation, source code files of internal development efforts, among others.

Disposition: Temporary. Destroy when superceded, obsolete, or no longer needed for reference purposes, whichever is later.   *GRS 20*

B.   OUTPUT: This system serves as electronic depository for present and past Internet Web Site publications and information files. Other output includes reports from queries, reports, summary statistical reports of current content, among other statistical reports.

Disposition. Temporary. Destroy when superceded, obsolete, or no longer needed for reference purposes, whichever is later.

C.   DATA: Electronic record copies of digital files including but not limited to PDF, HTML, DOC, XLS, MDB, Flash, and TXT containing information to be posted on the Internet, internal documentation, source code files of internal development efforts, among others.

Disposition: Destroy when 3 years old or when no longer needed for reference purposes, whichever is later.

D.   SYSTEM DOCUMENTATION: Technical information (including record layout and code books) and instructional documentation demonstrating the use of the system, location of files, tables, and programming parameters, and other system functions.

Disposition. Temporary: Destroy when superceded or no longer needed for system support and/or programming reference purposes, whichever is later.   G R S 20