

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 NI-129-08-2	DATE RECEIVED 2/13/08
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 6/17/08	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 _____ 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 1/25/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: 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 GRS OR SUPERSEDED JOB CITATION	10.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)		

6/17/08 Copies sent to Agency, NWMW, NR

eRecords - UNICOR's Web Site (www.unicor.gov) Draft

Authority:N1-129-08-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 Public Website	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.

1. UNICOR'S WEB SITE:

The website was created to provide access to general and operational information, as well as easier access to purchase its products. Through this site customers can view different product descriptions, features, and their prices. Customers may purchase items online, and/or find the contact numbers to purchase offline. The site connected to other agency systems such as the Millennium system(N1-129-04-08) which tracks the overall production operation of the products and prices. The web site is fed from a Microsoft Visual System Safe (UNICOR-VSS) system, which also provides information version control/chronological file management.

- A. ~~INPUT: eRecords originating from the Millennium system among other database sources. Non-database input consisting of PDF, DOC, and/or Flash digital video files use to provide product information, news, publications, reports, instructions, procedures, and news summaries among a variety of materials and information of public interest that meets the mission and scope of the agency. Manual entry of order information as well as conference schedules and related input.~~

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 Destroy when superceded, obsolete, or no longer needed for reference purposes, whichever is later.~~

- B. **OUTPUT:** Database update to the Millennium system entailing new or updated orders. Paper output could be in the form of customer's receipt, order status reports, schedules for nationwide conference and/or trade show participation. Summary statistical reports for user trend analysis, system response time tracking, system optimization analysis, and access tracking information for law-enforcement purposes.

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

- C. **DATA:** Copies of electronic text (HTML/PDF), images (JPEG), video/audio (FLASH), and fielded database information describing products, services, and customer marketing materials for public dissemination. Also includes user information extracted from a connection to the website and includes the user's internet domain name, IP address, browser and operating system, date and time of connection, areas accessed, information requested, possible errors encountered, and the website from which the connection took place, among other system information elements, primarily collected for statistical analysis and technical improvements to the site.

Disposition. Temporary. Destroy when no longer needed for reference, trends, analysis or law-enforcement purposes.

- 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.