

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 - BOP All

3 MINOR SUBDIVISION
(SEE ATTACHED)

4 NAME OF PERSON WITH WHOM TO CONFER
OMAR HERRAN

5 TELEPHONE
(202) 514 - 2254

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-129-09-2

DATE RECEIVED
10/2/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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,

is not required; is attached, or has been requested.

DATE: 9/28/08

SIGNATURE OF AGENCY REPRESENTATIVE: Omar Herran

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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)		

eRecords - eOPF Initiative for BOP's Personnel Records

Authority N1-129-08-xx	Existing Authority(ies) Media Neutral	Approved
Major Subdivision BOP/CO	Physical Medium Media Neutral	
Minor Sub CO/HR DIVISION	Location Grand Prairie, Texas	
Item Name eOPF		

1. ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF)

The mission of the Human Resources Management Division(HRMD) is to oversee and administer personnel policy and programs developed to address the needs of Bureau employees concerning all areas of personnel management HRMD's field site at Grand Prairie, Texas, responsible for a variety of employee functions including, but not limited to vacancy announcements, application review, and retirement and separation processing In an ongoing coordination with the Office of Personnel Management (OPM), BOP's Personnel Folders have been converted to electronic (PDF) format This eOPF initiative has provided more than 5 million pages of personnel records electronically OPM owns the eOPF initiative and has hired the National Business Center (Department of Interior) to maintain the IT infrastructure associated with the eOPF System BOP also uses additional internal IT resources (eWorks) to digitize paper and upload this data into OPM's eOPF System

A INPUT

- (1) Scanned paper documents converted by BOP staff and/or BOP contractors

Disposition Temporary Destroy after 1 year from digital conversion and upload

- (2) One-time retrospective conversion and processing of scanned paper copies of Official Personnel Folders conducted by OPM contractors

Disposition Temporary Destroy after 1 year from digital conversion and upload

B OUTPUT Printed data transmission and/or digital conversion summary reports

Disposition Temporary Destroy when no longer needed for reference purposes

C DATA Scanned images, index, and associated metadata for OPF files

Disposition Temporary Destroy after 65 years from federal government separation (GRS 1b)