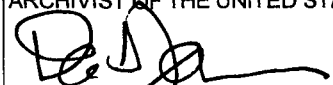


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-129-09-4	DATE RECEIVED 10/2/08
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 10/2/10	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 	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

## **eRecords - Tool Inventory/Control System**

Authority N1-129-08-xx	Existing Authority(ies)	Approved
Major Subdivision: BOP-ALL	Physical Medium Media Neutral	
Minor Sub: CO/CPD	Location Washington, D C	
Item Name Tool Inventory/Control System		

### **Correctional Programs Division**

The Correctional Services Branch is responsible for planning, documenting, monitoring, providing guidance, and assistance, to other federal law enforcement agencies, central office, regional offices, and institutions for issues relating to security, intelligence, emergency preparedness, and training

#### **1. Tool Inventory/Control System (TOOLS)**

The TOOLS system is a stand-alone database (MS Access) that tracks and maintain control over institution tools and specific shop equipment such as stools, cutting devices, pipes, ladders, rakes, saws, brushes among others equipment used at the institution Each facility has its own standalone TOOLS implementation.

- A. ~~INPUT~~ Manual data entry input (paper notes) consisting of tool category, and location among other metadata concerning tools in use at the BOP facility.

~~Disposition: Temporary Destroy after input verification.~~

GRS 20

- B. ~~OUTPUT~~ Reports consist of Quarterly Report, Location Report, and Total Report Inventory of tools by category, location, or status among other categories

~~Disposition Temporary Destroy when no longer needed for reference purposes~~

GRS 20

- C. DATA: Database fielded metadata information in a RDBMS format and including data fields such as name of tool, category of tool, current location, person assigned to tool, tool's condition, and tool's specifications among other attributes

Disposition Temporary Destroy record 1 year after the associated tool is removed from the facility's inventory of available tools.