

Lockshop

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 N1-129-09-5	DATE RECEIVED 10/2/09
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION CENTRAL OFFICE / BOP ALL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 6/15/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 9/28/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>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 GRS OR SUPERSEDED JOB CITATION	10.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)		

eRecords - Lock Shop 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. Lock Shop System

The Lock Shop system is a stand-alone database (MS Access) that tracks and maintains control over an institution's keys/locks and specific armory equipments; such as weapons, communication devices, emergency devices among others items used at the institution.

- A. ~~INPUT: Manual data entry input (paper notes) consisting of serial number, category, location among other metadata concerning keys/locks, and armory equipments in use at the BOP facility.~~

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

- B. ~~OUTPUT: Reports consisting of Quarterly Report, Location Report, and Total Report. Inventory of tools by category, location, or status among other information attributes/metadata collected by the database.~~

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

- C. DATA: Database fielded metadata information in a RDBMS format, including data fields such as equipment's name, serial number, category type, condition, current location, person assigned to the equipment, and equipment specifications among others attributes.

Disposition: Temporary. Destroy record 1 year after associated equipment is removed from the facility's inventory of available lock, safe, or armory-related equipment.