

6/1/08
Intranet

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 <i>NI-129-096</i>	DATE RECEIVED <i>10/2/08</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>1-21-09</i>	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 <i>9/28/08</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 - UNICOR's Intranet

Authority:N1-129-08-xx	Existing Authority(ies).	Approved
Major Subdivision CO/UNICOR	Physical Medium Electronic	
Minor Sub UNICOR/FPI	Location Central Office, Washington, D C	
Item Name. UNICOR's Intranet	http://fpi.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.

UNICOR'S Intranet:

UNICOR's Intranet was built to share information within the organization more efficiently. In 1996, the intranet was introduced and started being developed, and by 1998, it was fully functioning. UNICOR's intranet is a place where UNICOR employees download business forms, share internal news, copies of documents, and files. A share folder structure allows business group's postings of department's information (web pages, uploads). The HTML and Active Server Pages that make up the site are developed in-house and are stored in Visual SourceSafe (UNICOR-VSS) system, which also provides information version control/chronological file management.

- A INPUT. Uploads of files and information originating from the Millennium System (N1-129-04-08) such as orders, production, and operations reports. Copies of documents and web-page updates and uploads stored in the UNICOR's VSS System. Non-database input consisting of PDF, DOC, and/or HTML files use to provide news, publications, reports, instructions, phone number directories, office procedures/forms, and news summaries related to each department or business group.

Disposition Temporary Destroy when superceded, obsolete, or no longer needed for reference purposes, whichever is later.

- ~~B. OUTPUT Phone list information, copies of Millennium-related reports, group event news and schedule, completed forms, and system-related administrative requests (system change requests/changes)~~

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 Temporary Destroy when superceded, obsolete, or no longer needed for reference purposes, whichever is later~~

- C. DATA Copies of electronic files (HTML/PDF/DOC), images (JPEG), kept in other systems such as Millennium, UNICOR-VSS system, and/or other electronic sources (user's home directories or share directory on the server). User information extracted from a connection to the intranet site 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 intranet site 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~~