

eRecords - NIC's Intranet Site (intranet.nicic.org)

Authority N1-129-08-xx	Existing Authority(ies)	Approved
Major Subdivision NIC/CO	Physical Medium Media Neutral	
Minor Sub NIC	Location Washington, D C. and Aurora, Colorado	
Item Name: NIC's Intranet Site	INTRANET NICIC ORG	

The National Institute of Correction

The National Institute of Corrections (NIC) is an agency within the U S Department of Justice, Federal Bureau of Prisons The Institute is headed by a Director appointed by the Attorney General of the United States. Both a direct-service and funding agency, NIC's five legislatively mandated activities are training, technical assistance, research and evaluation, policy and standard's formulation and implementation.

NIC's Information Center and Library were established in response to the legislative mandate "to serve as a clearinghouse and information center for the collection, preparation, and dissemination of information on corrections " NIC acquires and disseminates practical, useful, operationally oriented materials and documents dealing with the most current issues and innovations in the field of corrections. A function of the Information Center is the maintenance and operation of the Robert J. Kutak Memorial Library - the entity that houses all of NIC's publications The NIC web site helps transmit and serves as central point of access for the public as well as local, state, and other external jurisdictions served by NIC

1. NIC'S INTRANET SITE:

National Institution of Corrections' Intranet site locates within its Internet web site as the employee portal where users need to log-in to enter It's address is [http //intranet.nicic.org](http://intranet.nicic.org) and it is built for sharing useful information internally and efficiently

- A. ~~INPUT Documents consist of PDF, DOC files use to provide information about NIC frequently used forms, staff meeting notes, note on operation processes (GRS 20, ITEM 2b)~~

~~Disposition Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later~~

- B. ~~OUTPUT: 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 Destroy when superceded, obsolete, or no longer needed for reference purposes, whichever is later~~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 text (HTML/PDF), images (JPEG) of NIC forms, staff meeting notes, and note on operation processes 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 superceded, obsolete, or when no longer needed for reference 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 or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. (GRS 20, ITEM 11)~~