

Early Release

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To. National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)
FEDERAL BUREAU OF PRISONS

2 Major Subdivision
BOP-All Areas (eRecords)

3 Minor Subdivision

4 Name of Person with whom to confer
OMAR HERRAN

5 Telephone (include area code)
202-514-4563

Job Number

NI-129-09-16

Date Received

1/14/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

6/15/09

Archivist of the United States

Devin Thomas

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 has been requested

Signature of Agency Representative

Title

INFORMATION MANAGEMENT OFFICER

Date (mm/dd/yyyy)

10/29/08

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached.		

cRecords -Early Release Tracking System (ERTS) Draft

Authority:N1-129-08-xx	Existing Authority(ies):	Approved:
Major Subdivision: BOP-ALL	Physical Medium: Media Neutral	
Minor Sub. CPD	Location: Washington, D.C.	
Item Name: Early Release Tracking System (ERTS)		

1. Early Release Tracking System (ERTS)

Since 2003, the Early Release Tracking System (ERTS) has been used by the agency to collect and track information on inmates' early release based on the inmate's participation and completion of a drug abuse program. The system maintains data in MS Access format and provides access via a web browser interface.

A. INPUT: Inmate information such as name, register number, institution, date of enrollment, date of completion, treatment program, assessments, and evaluations among other treatment-related data.

Disposition: Temporary. Destroy after cRecord copy has been produced and verified

B. OUTPUT: Inmate progress reports and summary assessments.

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

C. DATA: Inmate drug treatment program fielded data such as: name, register number, institution, date of enrollment, date of completion, treatment program, assessments, and evaluations among other treatment-related data.

Disposition: Temporary. Delete 7 years after release or when no longer needed for reference purposes, whichever is later.