

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-129-0919</i>	DATE RECEIVED <i>4/22/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>HR - MPPS</i> (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254	DATE <i>7/21/09</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4/22/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE	
7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION (SEE ATTACHED)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

eRecords -Management Preference Profile System (MPPS)

Authority:N1-129-09-xx	Existing Authority(ies):	Approved:
Major Subdivision: BOP-CO	Physical Medium: Media Neutral	
Minor Sub: HRMD	Location: Washington, D.C.	
Item Name: Management Preference Profile System (MPPS)		

1. Workforce Systems and Evaluation Section's MPPS System

The Workforce Systems and Evaluation Section is a Central Office component within the Human Resource Management Division. This unit is responsible for in-house development and support of the Management Preference Profile System (MPPS). Developed originally in 1987, the MPPS is a web-based workforce planning tool used by the Bureau's Executive Staff to monitor staff resources in both law enforcement and non-law enforcement positions. It provides an online resume that includes staff 's position history, position preferences, location preferences, mobility and language skills, and other personal information obtained from the U.S. Department of Agriculture's National Finance Center (NFC), such as performance evaluations, education, and training data.

A. INPUT: Data feeds from the NFC System and user data entry.

Disposition: Temporary. Destroy after input verification.

B. OUTPUT: Management reports such as individual preferences report, demographics analysis reports, retirement and work force analysis reports, rosters reports based on location or division/discipline among others.

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

C. DATA: Textual and fielded information maintained a relational database format containing information such as staff 's position history,, position preferences, location preferences, mobility and language skills, performance evaluations, education, and training ,and other personal career and preference information updated quarterly.

(1) Current data set which is less that 100 days old

Disposition: Transfer to separate magnetic or optical media collection.

(2) Non-current quarterly data sets stored on separate magnetic or optical media.

Disposition: Temporary. Destroy 10 years after creation.

GRS 20.7c

GRS 20

File Instructions



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

5/19/09

Date: 6 May 2009
Appraiser: Erin M. Cayce, NWML
Agency: Federal Bureau of Prisons
Subject: N1-129-09-19

INTRODUCTION

Schedule Overview

Management Preference Profile System (MPPS)

Administrative History

The Workforce Systems and Evaluation Section is a Central Office component within the Human Resource Management Division. This unit is responsible for in-house development and support of the Management Preference Profile System (MPPS). Developed originally in 1987, the MPPS is a web-based workforce planning tool used by the Bureau's Executive Staff to monitor staff resources in both law enforcement and non-law enforcement positions. It provides an online resume that includes staffs' position history, position preferences, location preferences, mobility and language skills, and other personal information obtained from the U.S. Department of Agriculture's National Finance Center (NFC), such as performance evaluations, education, and training data.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 1: Data

Textual and fielded information maintained in a relational database format containing information such as staffs' position history, position preferences, location preferences, mobility and language skills, performance evaluations, education, and training, and other personal career and preference information updated quarterly. Data sets are transferred to separate media or optical media collection at 100 days.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:


*Has little or no research value—for business reference only

*Does not document significant actions of Federal officials

Adequacy of Proposed Retention Period(s):

*Adequate from the standpoint of legal rights and accountability

Media Neutrality: Requested


Erin M. Cayce
Appraiser

REQUEST FOR STAKEHOLDER UNIT ACTION

MAY - 1 2009

Job No. N1-129-09-19

Date sent 4/5

Date received _____

Return to sender by: 5/7/09

Route To. (CIRCLE APPROPRIATE STAKEHOLDER)
<u>NWME</u> ; NWMW; NWMD; NWCS; NWCT; NWCT-2P; NWCT-2R; NWCTF; NWCTB; NWL; NWM; NR
Return to: Erin Cayce, NWML, Rm 2100,

- A. This Job has also been sent to NWME, NWMW, NWMD, NWCT-2P, NR
- B. NWML general comments on this job: GRS 20 submission. Are any permanent series covered by the schedule to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify _____
- C. NWML wishes assistance in appraising these records.

FOR STAKEHOLDER USE Check and fill out the line that applies

- ___ 1 Waives informal review ___ wants / ___ does not want to receive completed job
- 2 Wishes to review appraisal report. wants / ___ does not want to receive completed job
- ___ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items
SHU point of contact for appraisal is _____
- phone no _____

SHU comments [Use this space or attach separate sheet]

Item C.1 doesn't have a disposition, are we to assume this is permanent? Data appears to be temporary.


Date Sent 5/4/09

SHU Signature Sharmila Bhat

NWML Contact: : Erin Cayce	Room number: 2100, A2
	Phone No.: x71907

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-129-09-19

ROUTE TO: Margaret Adams NWME, Rm 5320	DATE SENT: 6/25/2009	DATE RECEIVED. JUN 30 2009
	DATE DUE TO SENDER. 7/16/2009	DATE RECEIVED BY SENDER: 7/1/09

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report.

Concur: Date: 6/30/09 Signature: Margaret Heil Adams, NWME
 Comment: He concurs that item 1.C.(2) is temporary.

Do Not Concur: Date: _____ Signature: _____

Comment: _____

Contact: Erin Cayce, NWML, Rm 2100 Tel. No. x71907

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR ACTIONS. ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED.

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-129-09-19

Date sent 4/30/09

Date received _____

Return to sender by: 5/7/09

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
NWME; NWMW; NWMD; NWCS; NWCT; <u>NWCT-2P</u>; NWCT-2R; NWCTF; NWCTB; NWL; NWM; NR
Return to: Erin Cayce, NWML, Rm 2100,

- A This Job has also been sent to NWME, NWMW, NWMD, NWCT-2P, NR
- B NWML general comments on this job. GRS 20 submission Are any permanent series covered by the schedule to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify
- C NWML wishes assistance in appraising these records

FOR STAKEHOLDER USE Check and fill out the line that applies

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_____ SHU point of contact for appraisal is
_____ - phone no. _____

SHU comments: [Use this space or attach separate sheet]

Date Sent May 5, 2009 SHU Signature Jackie Inley

NWML Contact: : Erin Cayce	Room number: 2100, A2
	Phone No.: x71907

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-129-09-19

Date sent: 4/30/09

Date received 5-1-2009

Return to sender by: 5/7/09

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
NWME; NWMW; <u>NWMD</u> ; NWCS; NWCT; NWCT-2P; NWCT-2R; NWCTF; NWCTB; NWL; NWM; NR
Return to: Erin Cayce, NWML, Rm 2100,

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SHU point of contact for appraisal is

- phone no _____.

SHU comments [Use this space or attach separate sheet]

Date Sent 5-1-2009 SHU Signature Melanie Proctor

NWML Contact: : Erin Cayce	Room number: 2100, A2
	Phone No.: x71907

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-129-09-19

Date sent 4/30/09

Date received APR 30 2009
~~APR 29 2009~~

Return to sender by: 5/7/09

Route To. (CIRCLE APPROPRIATE STAKEHOLDER)
NWME; <u>NWMW</u> ; NWMD; NWCS; NWCT; NWCT-2P; NWCT-2R; NWCTF; NWCTB; NWL; NWM; NR
Return to: Erin Cayce, NWML, Rm 2100.

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_____ - phone no. _____

SHU comments: [Use this space or attach separate sheet]

Date Sent 6/1/09 SHU Signature *Valery Darnell*

NWML Contact: : Erin Cayce	Room number: 2100, A2
	Phone No.: x71907

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-129-09-19

Date sent 4/30/09

Date received _____

Return to sender by: 5/11/09

Route To (CIRCLE APPROPRIATE STAKEHOLDER)
NWME; NWMW; NWMD; NWCS; NWCT; NWCT-2P; NWCT-2R; NWCTF; NWCTB; NWL; NWM; <u>NR</u>
Return to: Erin Cayce, NWML, Rm 2100,

- A This Job has also been sent to NWME, NWMW, NWMD, NWCT-2P, NR
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_____ - phone no. _____

SHU comments: [Use this space or attach separate sheet]

Date Sent 5/5/09 SHU Signature Erin Cayce

NWML Contact: : Erin Cayce	Room number: 2100, A2
	Phone No.: x71907