

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 N1-129-09-20	DATE RECEIVED 4/22/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 LL-CM (SEE ATTACHED)			
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254	DATE 8/12/09	ARCHIVIST OF THE UNITED STATES Michael Kuef

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 4/22/09	SIGNATURE OF AGENCY REPRESENTATIVE Omar Herran	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 GRS OR SUPERSEDED JOB CITATION	10.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 - Labor Law Content Management System (LL-CM)

Authority: N1-129-09-xx	Existing Authority(ies):	Approved:
Major Subdivision: BOP-ALL	Physical Medium: Media Neutral	
Minor Sub: OGC	Location: Washington, D.C.	
Item Name: Labor Law Content Mgt. System (LL-CM)		

GENERAL COUNSEL’S MISSION AND LABOR LAW COMPONENT’S SCOPE

The General Counsel’s mission is to provide effective legal advice, assistance, and representation to officials of the Federal Bureau of Prisons and Federal Prison Industries. Its Labor Law component provides legal advice to BOP management on labor/management and personnel issues and represents management in various administrative and judicial forums.

1. LABOR LAW CONTENT MANAGEMENT SYSTEM (LL-CM)

LL-CM system provides document management and case tracking capabilities for Labor Law-related litigation cases. The LL-CM application operates on an IBM mainframe running a DB2 RDBM software.

A. INPUT: Include paper and digital materials such EEOC case materials, MSPB-related case documentation, District Court litigation support documentation, emails, attorney notes, pleading documents, discovery materials, case correspondence, copies of pictures, video and/or audio materials as part of the complete record of the case.

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

B. OUTPUT: Summary reports, case tracking reports, and printout of case documents. Electronic output could be in the form of a PDF, word processing, or ZIP-based file among other digital file formats.

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

C. DATA: Digital Labor Law-related case content including PDF, word processing files, video, still images, audio files in a variety of electronic formats, and associated metadata and indexes.

Disposition: Temporary. Delete 5 years after final case adjudication or when no longer needed for reference purposes, whichever is later.