

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-129-09-23	DATE RECEIVED 4/22/09
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		<b>NOTIFICATION TO AGENCY</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 EEO-CM (SEE ATTACHED)		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254		WITHDRAWN

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 <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 GRS OR SUPERSEDED JOB CITATION	10.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 - Equal Employment Opportunity Content Management System (EEO-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: Equal Employment Opportunity Content Management System (EEO-CM)		

**GENERAL COUNSEL'S MISSION AND EQUAL EMPLOYMENT OPPORTUNITY SCOPE**

WITHDRAWN

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 Equal Employment Opportunity (EEO) component investigates, manages, and processes initial cases of discrimination complaints, promoting informal resolution. Cases not resolved informally within the agency are further managed by the Labor Law component within the General Counsel.

**1. Equal Employment Opportunity Content Management System (EEO-CM)**

EEO-CM system provides document management and case tracking capabilities for Equal Employment Opportunity-related complaint cases. The EEO-CM application operates on an IBM mainframe running a DB2 RDBM software.

~~A. INPUT: Include paper and digital materials such EEO-complaint case materials, including testimonies, investigators' notes, emails, attorney notes, resolution documents, case correspondence, reports, exhibits, withdrawal notices, copies of decisions, record of hearings and meetings, copies of pictures, video and/or audio materials as part of the complete record of a case.~~

GRS  
20

~~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  
20

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

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

GRS 1.25

(1) Cases internally resolved within the agency.

Disposition: Temporary. Delete 4 years after final case resolution or when no longer needed for reference purposes, whichever is later.

(2) Cases not internally resolved within the agency and thus appealed to the EEO Commission or external jurisdiction such as a federal court or arbitrator.

file instructions

Disposition: Transfer eRecord case file to the Labor Law component LL-CM system.

WITHDRAWN



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

Date 5/4/2009

Subject **RE: Notification of Request for Withdrawal of SF 115 for NARA Job N1-129-09-23**

Regarding N1-129-09-23 (Equal Employment Opportunity Content Management System) submitted by Omar Herran, Department of Justice, Federal Bureau of Prisons

I have appraised the items listed on the proposed SF 115 and have determined that all items within are covered by the General Records Schedule as follows

Item A INPUT Includes paper and digital materials such as EEO complaint case materials, including testimonies, investigators' notes, emails, attorney notes, resolution documents, case correspondence, reports, exhibits, withdrawal notices, copies of decisions, record of hearings and meetings, copies of pictures, video and/or audio materials as part of the complete record of a case

**Disposition: GRS 20.2**

Item 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

**Disposition: GRS 20**

Item C DATA EEO-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: GRS 1.25.**

Notification has been sent via phone and email message to

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