

<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 N1-129-09-25	DATE RECEIVED 9/11/09
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION CENTRAL OFFICE BOP ALB		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 (SEE ATTACHED)		DATE 8/5/11	ARCHIVIST OF THE UNITED STATES <del>WITHDRAWN</del>
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE (202) 514 - 2254		

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 1 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 9/3/09	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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) b6c REE-CM		

**eRecords - Real Estate & Environmental Content Management System (REE-CM) Draft**

Authority:NI-129-08-xx	Existing Authority(ies)	Approved
Major Subdivision BOP-ALL	Physical Medium Media Neutral	
Minor Sub OGC	Location Washington, D C	
Item Name Real Estate & Environmental Content Mgt System (REE-CM)		

**GENERAL COUNSEL'S MISSION AND REAL ESTATE AND ENVIRONMENTAL 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 Real Estate/Environmental Law component is responsible for real property acquisition, real property management, and agency compliance with all applicable environmental laws/regulations and permit/petition requirements associated with federal laws, and regulations such as the Clean Air Act, Clean Water Act, the National Environmental Policy Act, and the Endangered Species Act, among others.

**I. REAL ESTATE AND ENVIRONMENTAL CONTENT MANAGEMENT SYSTEM (REE-CM)**

*Withdrawn*

REE-CM system provides document management and case tracking capabilities for Real Estate and Environmental law documents and information.

A INPUT Include paper and digital materials such as copies of deeds, environmental reports, real property contracts, easements, surveys, plats, images, drawings, copies of emails, attorney notes, pleading documents, discovery materials, case correspondence, copy of pictures, video and/or audio materials as part of the complete record of the case

*GRS 20*

Disposition Temporary Destroy after eRecord copy has been produced and verified

B OUTPUT Summary reports, tracking reports, and printout of case documents

*GRS 20*

Disposition Temporary Destroy when no longer needed for reference purposes. Electronic output could be in the form of a PDF, word processing, or ZIP-based file among other digital file formats

C. DATA Digital content including PDF, word processing files, video, still images, audio files in a variety of electronic formats, and associated information metadata and indexes

Disposition Temporary Destroy/Delete 7 years after the closing of a case or when no longer needed for reference purposes, whichever is later