eTraining

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-129-09-33

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED
9/28/09

1. FROM (Agency or establishment)
FEDERAL BUREAU OF PRISONS

2. MAJOR SUBDIVISION
CENTRAL OFFICE / BOP / UNICOR / NIC

3. MINOR SUBDIVISION
(SEE ATTACHED)

4. NAME OF PERSON WITH WHOM TO CONFER
OMAR HERRAN

5. TELEPHONE
(202) 514 - 2254

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8 Oct 11

ARCHIVIST OF THE UNITED STATES

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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE
9/24/09

SIGNATURE OF AGENCY REPRESENTATIVE
Omar Herran

TITLE
CHIEF, INFORMATION MANAGEMENT OFFICE

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED)		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

eRecords - Training Communications and Learning Management (Final Draft)

Authority:N1-129-09-xx	Existing Authority(ies): Media Neutral	Approved:
Major Subdivision: BOP ALL	Physical Medium: Media Neutral	
Minor Sub:	Location: Washington, D.C.	
Item Name: TC and LM Systems		

Background:

The Federal Bureau of Prisons (BOP), Federal Prison Industries(FPI), and National Institute of Corrections (NIC) all employ a variety of information technologies in the field of Training Communications (CT) and Learning Management Systems (LMS). BOP is the major organization responsible for overall Human Resources Management (HRM) operations for all three components. BOP also manages correctional programs, health services, administration, and information management programs. FPI operates and oversees all manufacturing operations and inmate educational programs. NIC provides consultancy services and technical assistance to state and local governments correctional agencies and programs, including training and local program assessments.

This schedule provides information retention guidance which recognizes the unique mission of each component as well as the content and methodology of dissemination. Content is organized in two different resource strategies, CT and LMS. The CT systems provide a quick environment for information sharing and overall discussion. Although CT is multimedia in terms of content delivery, it is typically not used for structured (certified training content). This content type may be utilized within a planned structured delivery of certified content; when delivered as a part of structured content, LMS eRecords guidelines will apply. The LMS environment is more suitable for comprehensive structured training delivery. LMS maintains significant metadata information on course management, course content, student records, and faculty/facilitator management.

1. <u>Training Communications Systems</u> - consist of informal/formal textual postings, uploaded images, audio, video, and/or teleconference services involving one-to-many and/or many-to-many, interactive digital communications which facilitate the sharing of information and the collection of content via session capturing methods (text, screens, images, audio, and/or video).

   A. Administrative-related DATA: Text, images, audio, and/or digital video Administrative content consisting of personnel, business office, facilities' operations/maintenance, equipment operations/maintenance, health/wellness, information technology, legal, and other general administrative content.

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

B. Program-based DATA: Text, images, audio, and/or digital video containing program-based content such as: correctional management technics, inmate management, disruptive group management, factory operations, product manufacturing, inmate medical/health programs, use of force procedures, and state and local correctional conference events among other program-related content.

Disposition: Temporary. Destroy when 8 years old, when superceded, or when no longer needed for reference purposes, whichever is later.   *see next page*   [25 LC]

C. Mission-based DATA: Text, images, audio, and/or digital video containing key mission-based content such as: organizational/agency restructuring of national programs (RedMap initiatives), substantial national changes in correctional practices resulting in major changes in the delivery of inmate services, staff assignments, or facility construction/shutdown or major Regional reprogramming. Content intended to address the risk of loss of life, emergency response to national events, massive movement of inmates, correctional response to national security requirements, and the protection of mission-critical information among other key agency content.

Disposition: Temporary.* Destroy 10 years after creation or when no longer needed for reference purposes.   [* See OUP Note at the of this document]   *see next page*   [25 LC]

2. <u>Learning Management Systems (LMS)</u> - Consist of formal structured training-related content including abstract, general course description, lesson plan, student evaluation/assessment information, registration/enrollment, progress tracking, course management, faculty management, and student management data. The system is intended to automate the deployment and delivery of traditional classroom-type training via web-based information technology resources (commercial applications such as SABA and Centra Knowledge Center (CKC)). This system is expected to hold staff training records and provide data upon request.

A. Facilitator/Instructor DATA. Information in data fields concerning any individual assigned to teach a particular course-session. Includes information such as name, title, duty station, department/division, and course listing among other faculty-related metadata.

Disposition: Temporary. Destroy 10 years after separation from organization or when no longer needed for reference purposes, whichever is later.   *See next page*   [25 LC]

B. Student DATA: Course participant fielded metadata such as name, title, duty station, courses completed, certification, and dates of course completion among other student-related information.

Disposition: Temporary. Destroy 10 years after separation from organization or when no longer needed for reference purposes, whichever is later.   *see next page*   [25 LC]

1B

Superseded by job / item number:

DAA-0060-2017-0009-0001

Date (MM/DD/YYYY):

5 | 31 | 2017

1C

Superseded by job / item number:

DAA-0060-2017-0009-0001

Date (MM/DD/YYYY):

5 | 31 | 2017

2A

Superseded by job / item number:

DAA-0060-207-0009-0001

Date (MM/DD/YYYY):

5 | 31 | 2017

2B

Superseded by job / item number:

DAA-0060-2017-0009-0001

Date (MM/DD/YYYY):

5 | 31 | 2017

C. Administrative Course DATA: Text, images, audio, and/or digital video Administrative content consisting of personnel, business office, facilities' operations/maintenance, equipment operations/maintenance, health/wellness, information technology, legal, and other general administrative content.

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

See next page

D. Program-based Course DATA: Text, images, audio, and/or digital video containing program-based content such as: correctional management technics, inmate management, disruptive group management, factory operations, product manufacturing, inmate medical/health programs, use of force procedures, and state and local correctional conference events among other program-related content.

25 yC

Disposition: Temporary. Destroy when 3 years old, when superceded, or when no longer needed for reference purposes, whichever is later.

see next page

E. General Statistical DATA: System-generated aggregate information covering simple measurements of central tendencies (total courses, students' average grade, and average class scores among other related variables compared against a time interval).

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

See next page

[*2009-09-15: Operational Update Note (OUP):

Input and Output for items 1 and 2 are covered by GRS and can be deleted when successfully entered (Input-GRS 20), and when no longer needed (Output-GRS 20/24)

When CT content is integrated with certified training, data retention should be administered under LMS guidelines.

Content owner (OPI) will alert the Information Management Office (IMO) of content availability in Item 1c of this guidance. BOP (IMO) will alert NARA of possible content that may merit permanent retention].

2C.

Superseded by job / item number:

DAA-0060-2017-0009-0003

Date (MM/DD/YYYY):

05 / 31 / 2017

2D.

Superseded by job / item number:

DAA-0060-2017-0009-0001

Date (MM/DD/YYYY):

05 / 31 / 2017

2E.

Superseded by job / item number:

DAA-0060-2017-0009-0004

Date (MM/DD/YYYY):

05 / 31 / 2017