

BOP HIRE / Careers

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 NI-129-09-34	DATE RECEIVED 9/28/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 (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 TELEPHONE (202) 514 - 2254		WITHDRAWN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 9/18/09	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 GRS OR SUPERSEDED JOB CITATION	10.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 - BOP Hires and BOP Careers (Draft)

Authority: GRS 1, item 32, 33	Existing Authority(ies). Media Neutral	Approved:
Major Subdivision: BOP ALL	Physical Medium: Media Neutral	Yes
Minor Sub: HRMD	Location: Washington, D.C. and Grand Prairie, TX	
Item Name: BOP Hires and BOP Careers		

Background: The Federal Bureau of Prisons consolidated its Human Resource's departments located at each facility relocated Central Office programs and staff to a newly formed installation named Consolidated Employee Services Center (CESC) in Grand Prairie, Texas. The center provides nationwide employee services including benefits, application processing, and staffing functions. The latter are supported by the Consolidating Staffing Unit (CSU), which is responsible for the BOP Hires and BOP Careers eRecords systems. BOP Hires started in 2001 while BOP Careers started collecting data in 2004. Both systems feed from multiple sources including OPM's USAJOBS website data.

1. BOP Hires - DATA - eRecords system used to maintain a standing inventory of continuously needed positions within BOP. Information includes fielded text and electronic attachments (PDF, images, word processing, etc.), related to an applicant's interest and qualification for employment. Applicants, name, address, SSN, DOB, position desired announcement number, work and educational experiences, and electronic signatures are examples of fielded information. Additional information such as resumes, transcripts, employment history, education, awards, and validation materials are examples of content included as attachments. Images may include evaluation forms, letters of recommendation, and copies of a candidate's educational or professional certificate, provided in TIF, JPG, or other file formats.

Disposition: Temporary. Destroy/delete 5 years after date of creation or when no longer needed for reference purposes, whichever is later.

2. BOP Careers - DATA - eRecords system used to announce/process specific position openings within BOP. Information includes fielded text and electronic attachments (PDF, images, word processing, etc.), related to an applicant's interest and qualification for employment. Applicants, name, address, SSN, DOB, position desired announcement number, work and educational experiences, and electronic signatures are examples of fielded information. Additional information such as resumes, transcripts, employment history, education, awards, and validation materials are examples of content included as attachments. Images may include evaluation forms, letters of recommendation, and copies of a candidate's educational or professional certificate, provided in TIF, JPG, or other file formats.

Disposition: Temporary. Destroy/delete 2 years after the position's closing date.

[2009-08-25: Operational Update Note: 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)].