

FOIA System

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 01-129-09-35	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 TELEPHONE (202) 514 - 2254		WITHDRAWN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 GRS OR SUPERSEDED JOB CITATION	10.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 - FOIA System (Final Draft)

Authority: GRS 14, Items 11-13	Existing Authority(ies):	Approved:
Major Subdivision: BOP-ALL	Physical Medium: Media Neutral	Yes
Minor Sub: CO/OGC	Location: Washington, D.C.	
Item Name: FOIA System		

Background. The Freedom of Information Act and Privacy Act (FOIA/PA) Section of the Office of General Counsel (OGC) processes requests for documents submitted pursuant to the Freedom of Information Act and the Privacy Act. Since early 2000, the FOIA/PA Section employs document management and tracking application generally known as the FOIA System. The system uses Web-based technology (eWorks) to track and electronically file FOIA requests originating from paper and electronic correspondence.

1. FOIA System: DATA - consists of scanned FOIA request documentation accompanied by its associated metadata (database fields). Information includes date received, requestor's name, address, email ID, telephone, fax number, description of request, applicable fees, status of request, FOIA transaction tracking number, and follow-up correspondence documentation among other related metadata documentation.

A. Non-Denied, Full Release Cases

Disposition. Temporary. Delete/Destroy 2 years after date of reply. [GRS 14, Item 11]

B. FOIA Appeal Cases

Disposition: Temporary. Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.

[2009-09-01: 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 14, Item 13, GRS 20 and 24)].