

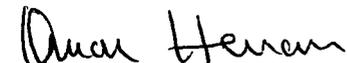
CLB-CM

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS	
2. MAJOR SUBDIVISION CENTRAL OFFICE	
3. MINOR SUBDIVISION (SEE ATTACHED)	
4. NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254

LEAVE BLANK (NARA use only)	
JOB NUMBER 01-129-09-37	
DATE RECEIVED 9/28/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 9/24/09	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,

is not required; is attached; or has been requested.

DATE 9/24/09	SIGNATURE OF AGENCY REPRESENTATIVE 	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 GRS OR SUPERSEDED JOB CITATION	10.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)	01-129-09-21 Item 1 12	

eRecords - Commercial Law Content Management (CLB-CM) System (Final Draft)

Authority: N1-129-09-xx	Existing Authority(ies): Media Neutral	Approved.
Major Subdivision: BOP ALL	Physical Medium: Media Neutral	
Minor Sub: CO - OGC	Location: Washington, D.C.	
Item Name: Commercial Law Content Management (CLB-CM) System		

Background:

The Federal Bureau of Prisons (BOP), Office of General Counsel (OGC) provides legal advice, assistance, and representation to officials of the Federal Bureau of Prisons and Federal Prison Industries. Within OGC, the Commercial Law Branch (CLB) represents the BOP in all litigations involving acquisitions by and financial operations of the BOP. CLB also provides legal advice and assistance in support of acquisitions and financial operations to the Federal Prison Industries (also known as UNICOR), and the National Institute of Corrections (NIC). In addition, CLB provides legal advice in such areas of law as Government contracts, privatization, other contract agreements, acquisition related litigation, civil fraud claims, bankruptcies, and intellectual property matters among other related areas.

Since 2006, CLB has maintained and used the Commercial Law Content Management (CLB-CM) System to store its case-related documentation. Information content consists of document images, multimedia files, and related textual metadata, maintained in an IBM DB2 RDBMS content management application. CLB-CM currently includes the following electronic folder/containers.

1. CLB-CM - Contract Advice Files - DATA - scanned and/or electronic content concerning agency protests, bonds, common law employee statement of work reviews, dispute decisions, novation, change of name agreements, other than full and open competition, ratification of unauthorized commitments, terminations for default, utilities, and other required or discretionary contract advice. Document flow includes correspondence between parties, memoranda, and/or documents received from parties concerned. Copies of reference materials from legal journals or Westlaw may also be added as well as other related papers.

Disposition: Temporary. Delete/Destroy 15 years after date of contract advice issuance or when no longer needed for reference, whichever is later.

2. CLB-CM - General Advisory Matters Files - DATA - scanned and/or electronic content concerning appropriations, use of the Bureau seal, allegations of fraud, intellectual property, PCAP, Randolph-Sheppard, tax, or other non-contract advisory matters. Document flow includes correspondence between parties, memoranda, and/or documents received from parties concerned. Copies of reference materials from legal journals or Westlaw may also be added as well as other related papers.

Disposition: Temporary. Delete/Destroy 20 years after date of contract advice issuance or when no longer needed for reference, whichever is later.

3. CLB-CM - Policy Review Files - DATA - scanned and/or electronic content pertaining to policy review files. Include executive staff paper reviews, initial program statement reviews, 10 day program statement reviews, or any other review of Bureau policy. Document flow includes correspondence between parties, memoranda, and/or documents received from parties concerned. Copies of reference materials from legal journals or Westlaw may also be added as well as other related papers.

Disposition: Temporary. Delete/Destroy 10 years after date of policy advice issuance to the client, or when no longer needed for reference, whichever is later.

4. CLB-CM - Agreements Files - DATA - scanned and/or electronic content consisting of funded and unfunded agreements between the Bureau and another governmental entity, regarding facilities, fire/EMS assistance, housing BOP inmates, housing state inmates, medical, military, publications/software, staff, training for staff, transportation, utilities, and other funded agreements; canine searches, CST meeting areas, data sharing, emergency assistance, fire/EMS assistance, firing range, medical student preceptorship, public works projects, SENTRY access, training for inmates, training for staff, vending machines, and other unfunded agreements. Content consist of correspondence between parties; memoranda, copies of agreements or prior agreements between parties; copies of agreements or prior agreements on the same subject area; documents received from the parties. Copies of reference materials from legal journals or Westlaw may also be added as well as other related papers.

Disposition: Temporary. Delete/Destroy 3 years after termination or expiration of the agreement, or when no longer needed for reference, whichever is later.

5. CLB-CM - Contract Protests Case Files - DATA - scanned and/or electronic content consisting of Contract case files arising from protests, appeals or other litigation before the Government Accountability Office, Court of Federal Claims, Court of Appeals for the Federal Circuit, and Civilian Board of Contract Appeals or other Board. Content consist of notices; responses; complaints; opinions; orders, correspondence between parties; memoranda; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; and final decisions. Copies of reference materials from legal journals or Westlaw may also be added as well as other related papers.

Disposition: Temporary. Delete/Destroy 10 years after the closing of a case, or when no longer needed for reference, whichever is later.

6. CLB-CM - Contract Case Files - DATA - scanned and/or electronic content storing contract case files arising from appeals or other litigation before the Court of Federal Claims, Court of Appeals for the Federal Circuit, Federal district Courts, Federal Circuit Courts of Appeals, and Civilian Boards of Contract Appeals or other Boards. Content consist of notices; responses; complaints; opinions; orders; correspondence between parties; memoranda; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned, and final decisions. Copies of reference materials from legal journals or Westlaw may also be added as well as other related papers

A. CLB-CM - Board of Contract Appeals Case Content - DATA -

Disposition. Temporary. Delete/Destroy 20 years after the closing of a case, or when no longer needed for reference purposes, whichever is later.

B. CLB-CM - Other Contract Case Content Assign to Non-CLB Attorneys DATA -

All other cases in which the attorney of record is someone other than a CLB attorney.

Disposition: Temporary. Delete/Destroy 10 years after the contract file closes, or when no longer needed for reference purposes, whichever is later.

7. CLB-CM - Other Litigation Case Files - DATA - scanned and/or electronic case file content, other than those listed in Item# 1, arising from proceedings before any court or administrative tribunal, examples include Bankruptcy, Class Action, 5th Amendment Takings, Fraud, Touhy/Non-Party, or other litigation. Content consist of notices, responses; complaints; opinions; orders; correspondence between parties; memoranda; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; and final decisions. Copies of reference materials from legal journals or Westlaw may also be added as well as other related papers.

Disposition: Temporary. Delete/Destroy 10 years after final resolution of the case, or when no longer needed, whichever is later.

8. CLB-CM - Administrative Matters - DATA - scanned and/or electronic records accumulated that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts, and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Disposition: Temporary. Delete/Destroy when 3 years old, or when no longer needed, whichever is later.

[2009-09-13: Operational Update Note:

Input and Output for items 1 through 8 are covered by GRS and can be deleted when successfully entered (Input-GRS 20), and when no longer needed (Output-GRS 20/24).

Non-digital input materials (paper, photos, video, etc) corresponding to CLB-CM, items 1 through 8, can be destroyed 30 days after the materials are entered and verified in the CLB-CM System.

All necessary e-mail communications must be converted into an alternative format such as a PDF file and be attached to the corresponding CLB-CM item (1 through 8) within this retention guidance.]