

STP (PRD)

7 ITEM NO		8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

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

01-129-09-38

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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

DATE

8/5/12

ARCHIVIST OF THE UNITED STATES

~~WITHDRAWN~~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

9/24/09

SIGNATURE OF AGENCY REPRESENTATIVE

Omar Herran

TITLE

CHIEF, INFORMATION MANAGEMENT OFFICE

eRecords - Strategic Planning Documents (STP - Final Draft)

Authority N1-129-09-xx	Existing Authority(ies).	Approved
Major Sub BOP-Central Office	Physical Medium Media Neutral	
Minor Sub Program Review Division	Location Washington, D C	
Item Name Strategic Planning (STP) Documents		

Federal Bureau of Prisons: Record Group 129

Background

The Federal Bureau of Prisons' (BOP) Program Review Division (PRD) is responsible for analyzing BOP programs and guiding BOP managers in the assessment of their operations. PRD assists management in the strategic planning process, coordinates and monitors oversight activities of audit and regulatory authorities, and ensures that effective management and operational procedures exist throughout the BOP.

Within PRD, the Planning and Analysis Branch (PAB) promotes the development and implementation of strategic planning through training, publications, and the dissemination of Strategic Planning (STP) documents. STPs contain information and reports documenting the discussions concerning all new or updated agency plans entertained and/or accepted by BOP's Executive Staff. They are updated quarterly, semi-annually or annually, after each Executive Staff meeting on the subject. STPs have been collected since early 1990s. The most recent STP files are temporarily posted and updated in BOP's Intranet System (Sallyport Intranet).

1. Strategic Planning (STP) Documents - DATA - Consists of documents in word processing, scanned materials, and/or PDF format maintained as individual files and stored on a network drive (M Drive). STPs are updated quarterly and contain information and reports pertaining to goals and processes of all new and/or updated agency plans entertained or accepted by BOP's Executive Staff.

withdrawn

Disposition: Permanent. Transfer to NARA when 20 years old or when no longer needed for reference purposes, whichever is sooner.

[2009-09-17 Operational Update Note: Input and Output for Item 1 is covered by GRS and can be deleted when successfully entered (Input-GRS 20), and when no longer needed (Output-GRS 20/24)]