

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
CORPORATE MANAGEMENT RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

1. ASSISTANT DIRECTOR'S OFFICE SUBJECT FILES

Volume: 9-10 cubic feet (est.)

Dates: 1994-

Correspondence, memoranda, directives and other material documenting operations at various institutions, Memoranda of Agreement (MOAs), relations and arrangements with other federal agencies, compressed work week and other topics. The chronological file is included in this series. Location and status of earlier files are not known.

Disposition: PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Routine and facilitative material and records covered by the GRS may be screened and destroyed during archival processing.

2. DEPUTY ASSISTANT DIRECTORS' OFFICE SUBJECT FILES

Volume: 3 cubic feet (est.)

Dates: 1995-

Correspondence, memoranda, meeting minutes, white papers and other records documenting topics such as alien employment, development of particular manufacturing programs, market trends and Unicolor's organizational structure at particular institutions. NOTE: Contents of this series may vary considerably, depending on the duties and recordkeeping proclivities of the position's occupants.

Disposition: PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Routine and facilitative material and records covered by the GRS may be screened and destroyed during archival processing.

3. PUBLIC WORKS AND COMMUNITY SERVICE FILES

Volume: 2-3 cubic feet (est.)

Dates: 1991- (bulk 95-)

This series documents inmate involvement in public works and community service projects. Inmates can be paid for the former; the latter are one-time, strictly voluntary undertakings with no pay or accident compensation. These projects are arranged under MOAs with municipalities, non-profits, etc.; the staff assistant to the Deputy Assistant Directors is in the process of collecting all current MOAs. Records include correspondence, memoranda, MOAs, and statistical and tabular reports.

Disposition: PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Routine and facilitative material and records covered by the GRS may be screened and destroyed during archival processing. [NOTE: File contents are sketchy at present; series may need reappraising.]

Draft, December 4, 1998

4. MINUTES OF THE MEETINGS OF THE BOARD OF DIRECTORS

Volume: 6 cubic feet (est.; w/binders) Dates: 1990-

In addition to the minutes, the series includes reports from the Chief Operating Officer (aka Assistant Director), General Counsel and Ombudsman, occasional reports on topics such as inmate placement and male/female employment, draft and final operating plans and audit reports, and other documentation.

Disposition: PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.

General Counsel's Records

5. FREEDOM OF INFORMATION FILES

Volume: 4 cubic feet (est.) Dates: 1991-

Logbooks, open requests and case files, most of which largely duplicate the FOIA files in OGC. Also included are memoranda concerning topics such as new procedures and implementation of electronic FOIA.

Disposition: Temporary. Dispose of case files and related material in accordance with the dispositions given in GRS 14. Destroy other material when 10 years old.

6. HEARING TRANSCRIPTS - BOARD OF DIRECTORS

Volume: 3 cubic feet (est.) Dates: 1989-

The Board of Directors is the final authority for any private sector appeal of an FPI decision to enter a new market or expand an existing one. The records include the commercially-produced transcript and final decision.

Disposition: PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.

7. INMATE ACCIDENT COMPENSATION FILES

Volume: less than 1 cubic foot Dates: 1994-

Analogous to files maintained in OGC: incident reports, decisions at institutional and regional level. Assistant Director is the final administrative appeal.

Disposition: Temporary. Destroy 10 years after close of case.

8. SUBJECT FILES

Volume: 16-17 cubic ft. (est.) Dates: 1989- (bulk)

Documentation covering a broad range of issues and relations with the Department of Justice (DOJ), other federal agencies, advocacy and industry groups and the private sector. Examples include correspondence, memoranda, reports and other material covering FOIA, contract and other litigation cases; copies of legislative

material, draft talking points and memoranda on the family unity demonstration project and memoranda to/from DOJ's Office of Legal Counsel.

Disposition: PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Routine and facilitative documentation and material covered by the General Records Schedules (GRS) may be screened and destroyed during archival processing.

Ombudsman's Records

This position was created in 1992, to function as a liaison among FPI, Congress and the private sector. The ombudsman functions as the final authority for waiver appeals, conducts as-requested surveys for the Assistant Director and program managers, and provides recommendations on problem issues. The present incumbent has been on staff since 1994; she is the second person to hold the post.

9. CUSTOMER RELATIONS FILES

Volume: less than 1 cubic foot

Dates: 1994-

Presentation given at industry conferences on Unicor's mission and functions and the waiver process; correspondence and memoranda with manufacturers regarding topics such as alleged infringement and business partnerships.

Disposition: PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.

10. OMBUDSMAN'S REPORTS

Volume: 2 inches

Dates: 5/95-

Copies of the reports to the Board of Directors, included in the package prepared for each meeting. Topics include statistical reports on numbers of waivers and appeals by product, to date, and reasons for appeals; industrial relations; and other issues of current interest.

Disposition: Temporary. Destroy when no longer needed for reference, after verifying existence of complete set in Board files.

11. WAIVER APPEALS

Volume: 4-5 cubic ft.

Dates: 1994-

Case files include form letters from the Product Service Center (PSC) and Ombudsman to the customer, and the disposition sheet, which provides all tracking numbers, items for which a waiver was requested, and the reasons for the decision. A copy of this is sent to the PSC for input into a database, but the electronic file does not exactly duplicate the hard copy record.

Disposition: Temporary. Destroy 10 years after close of case.

12. WAIVER LOGS

Volume: 2 inches

Dates: 1994-

Summary listing of each month's actions, and a summary of the actions, giving the reasons, monetary values and percentages of the total. Approvals and disapprovals by product group are also noted.

Disposition: Temporary. Destroy when 10 years old.

13. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition: *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
RECORDS OF THE EDUCATION DIVISION
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

14. **CHRONOLOGICAL FILES**
Volume: 6 cubic feet (est.) Dates: 1994-
Copies of outgoing correspondence.
Disposition: *Temporary. Destroy when 5 years old.*
15. **CONGRESSIONAL CORRESPONDENCE**
Volume: less than 1 cubic ft. Dates: 1994-
Inquiries regarding pre-release programs, inmate needs and other topics. Also includes correspondence from private citizens and academics.
Disposition: *Temporary. Destroy when 5 years old.*
16. **EDUCATION AND RECREATION REPORTS**
Volume: 2 cubic feet (est.) Dates: 1995-
This program was established to collect and aggregate data on comparable program and service opportunities for men and women inmates. In addition to individual and site information, data are collected on participation in vocational programs (data entry, drafting, building management, etc.), parenting programs, team sports, crafts and hobbies, music programs outdoor and indoor activities, and staffing levels. Data are entered into the SENTRY Generalized Reporting System (GRS); the Office of Research and Evaluation (ORE) generates reports on an as-needed basis.
Disposition: *Temporary. Destroy when 10 years old. [Disposition of data to be addressed as part of SENTRY.]*
17. **EDUCATION ANNUAL REPORTS**
Volume: 5 c.f. (incl. binders) Dates: 1994-
Yearly summation of program activities, covering achievements and problems at each institutions. Data are provided from the field both manually and via the SENTRY KI/SS system.
Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*
18. **EDUCATION PROFILE REPORTS**
Volume: less than 1 cubic ft. Dates: 1982-
Quarterly reports pulling together data totals on activities such as GED enrollments, completions, voluntary and involuntary withdrawals for the quarter, YTD, current FY projections, prior FY, and the difference between. Data are transmitted via the quarterly KI/SS CD-ROM and eventually incorporated in the annual report.
Disposition: *Temporary. Destroy after ensuring incorporation in annual report. [CD/data issue to be addressed as part of SENTRY].*

19. EDUCATION RECORD SYSTEM

Volume: _____ Dates: 1980s; expanded 1994
Inmates without a high school diploma or English proficiency are required to enroll in either a GED or ESL program. This system tracks their individual needs, program participation history, test scores, progress and review information and program exemption records. Data are taken from SENTRY. (The report transfers electronically when an inmate is moved.) Data are restrictable under (b)6 of the Freedom of Information Act, barring elimination of individual identifiers.
Disposition: *PERMANENT. [To be addressed as part of SENTRY.]*

20. EDUCATION ROSTER REPORTS

Volume: 5 c.f. _____ Dates: 1994- (est.)
Quarterly printouts by region and institution providing inmate names, numbers, program (GED, etc.), final action, hours of instruction and start and end dates. Gives total completions and withdrawals from programs, and institution-wide totals. Data are taken from SENTRY. Data are restrictable under (b)6 of the Freedom of Information Act, barring elimination of individual identifiers.
Disposition: *PERMANENT. [To be addressed as part of SENTRY.]*

21. INSTITUTIONAL FILES

Volume: 6 cubic ft. _____ Dates: 1978- (95- bulk)
Bulk of file is monthly reports. Correspondence, memoranda and journal articles are also included.
Disposition: *Temporary. Destroy when 5 years old.*

22. OPERATIONS AND ADMINISTRATION FILES

Volume: 15 cubic ft. (est.) _____ Dates: 1981- (87- bulk)
Correspondence, memoranda, reports, transcripts and other documentation covering topics such as Artist-in-residence, audit guidelines, budget, GED contracts and historical data, performance standards and strategic planning. Also includes congressional correspondence.
Disposition: *Temporary. Destroy when 10 years old.*

23. POLICY WAIVER FILES

Volume: less than 1 cubic ft. _____ Dates: 1995-
Requests from institutions for waivers from particular educational requirements.
Disposition: *Temporary. Destroy when 5 years old.*

24. PROGRAM REVIEW REPORTS

Volume: 1 cubic ft. (incl. binders) _____ Dates: 1992-95 (on shelf)
Office copies of program review audits of various components, programs or institutions.
Disposition: *Temporary. Destroy when 10 years old or no longer needed for reference.*

25. PROGRAM STATEMENT WORKING FILES

Volume: 2-3 cubic ft. (est.) Dates: 1992-
Drafts, memoranda, concurrences and other documentation accumulated in program statement development and revision.
Disposition: *Temporary. Destroy when no longer needed for reference.*

26. SUBJECT FILES

Volume: 18 cubic ft. (est.) Dates: 1975- (bulk 89-)
Correspondence, memoranda, reports, statistical data, publications and other material documenting topics such as accreditation, boot camps, college programs for inmates, employment, handicapped inmates, parenting program and release preparation.
Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Routine and facilitative material and documents covered by the GRS may be screened and destroyed during archival processing. [NOTE: Series is recommended for permanent retention in part due to lack of an analogous file in corporate management records.]*

27. TRAINING FILES

Volume: 6 cubic ft. (incl. binders) Dates: 1989-
Lesson plans, workbooks, conference reports and other files. Majority are for training of new teachers, but training for ESL teachers, educational guidance counselors, inmates as tutors, and Superintendents and Asst. Superintendents of Education are also included.
Disposition: *Temporary. Destroy when superseded, obsolete or no longer needed for reference. (Record set of training materials held at Management and Specialty Training Center in Aurora, CO.)*

28. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition: *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
FINANCIAL MANAGEMENT RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Financial Management Branch is divided into three sections: policy, business office and field financial administrators. The policy section develops and monitors the branch's Program Statements and Operations Memoranda, provides guidance to the field in this area, carries out special projects such as turning over old debts to the Treasury Dept. for collection and developing procedures for electronic fund transfer, developing training classes, and overseeing management assessment. The business office (aka controller) handles cash and budget reporting, accounts payable, periodic sales reports and the general ledger, which documents and classifies all financial transactions. The last is in the process of conversion from individual field ledgers to one megasystem maintained centrally. Field financial administrators provide technical and financial assistance to regional offices and factories.

Electronic records include Groupwise, an FPI-specific (i.e., does not communicate with the rest of BOP) e-mail system, word processing, and various financial reporting and management systems.

Policy Files

29. PROGRAM STATEMENT FILES

Volume: 3-4 cubic feet

Dates: 1985- (est)

Drafts, background material, clearance track, memoranda and certification of currency.

Disposition: *Temporary. Destroy when no longer needed for reference.*

30. OPERATIONS MEMORANDA FILES

Volume: 3 cubic feet

Dates: 1990-

Documentation is analogous to item 1.

Disposition: *Temporary. Destroy when no longer needed for reference.*

31. SPECIAL PROJECTS FILES

Volume: 2-3 cubic feet (est)

Dates: 1990-

Selections from Treasury Department manuals, and correspondence, memoranda, reports and background material on topics such as incentive programs and credit card use.

Disposition: *Temporary. Destroy when 3 years old.*

Draft, December 4, 1998

Business Office Files

32. GENERAL CORRESPONDENCE

Volume: 3-4 cubic feet (est)

Dates: 1988-

Topics include implementation of computer modules, administrative expenses distribution, financial audit schedules, and space requirements and planning.

Disposition: *Temporary. Destroy when 3 years old.*

33. INSTITUTION FILES

Volume: 3-4 cubic feet (est)

Dates: 1983- (scatt.)

Records documenting field site financial activity, including monthly statements, inventory management plan, writeoff of uncollectible bills, inmate job schedules, procedure for selecting inmates for premium pay, factory cost system, and so forth.

Disposition: *Temporary. Destroy when 5 years old.*

34. REPORTS

Reserved.

35. ELECTRONIC FILES

Reserved.

Field Financial Administrators Files

36. PROGRAM REVIEW AUDITS

Volume: 3-4 cubic feet (est)

Dates: 1988-

Office copies of the official report, and background material.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference or administrative use.*

37. URBACH KAHN AND WERLIN (UKW) AUDIT REPORTS

Volume: 7-8 cubic feet (est)

Dates: 1990-

UKW is a private independent auditing firm which has conducted FPI site audits for the past eight years. Approximately ten factories are audited annually. Early reports include an executive summary; analytical introduction; summary listing of repeat deficiencies, with recommendations and suggestions; and narrative. Later versions also include unaudited financial data, and information on topics such as inmate employment and backlogs.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old.*

**38. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC
MAIL AND WORD PROCESSING APPLICATIONS**

*Disposition: Temporary. Delete after the file copy is generated or when no longer
needed for reference or updating.*

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
RECORDS OF THE INMATE PLACEMENT PROGRAM BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Inmate Placement Branch was established at the beginning of FY 1996; the staff currently consists of three individuals. The branch functions as a clearinghouse and coordinator between the private sector and inmates who are shortly due for release. Staff functions are collecting and disseminating employment information to inmates, encouraging private sector participation, and staff training. A major effort is mock job fairs, where inmates can make contacts and gain interview experience. The branch is part of an interagency effort which includes the Departments of Labor and Education, the National Institute of Corrections, National Institute of Justice, and the National Occupational Information Coordinating Committee.

39. OPERATIONS AND ADMINISTRATION FILE

Volume: 2 cubic feet (est)

Dates: 1996-

Correspondence, memoranda, reports and other documentation covering matters such as audits, budget, agency goals, and staff training. The chronological file and institutions file are incorporated into this series; the latter includes information about the relevant state and local employment agencies, flyers from job fairs, and copies of private sector position descriptions.

Disposition: Temporary. Destroy when 5 years old.

40. PUBLICATIONS AND PROCEEDINGS FILE

Volume: negligible

Dates: 1996-

Given the office's recent establishment, only a few items have been created, among them the mission statement, introductory brochure and handbook for mock job fairs. **Disposition: PERMANENT.** *Transfer to the National Archives in five-year blocks when most recent record is 20 years old. (Recommended periodic transfers of publications to the BOP Archives as the most effective means of ensuring establishment and preservation of a record set.)*

41. SUBJECT MATTER FILE

Volume: 2 cubic feet

Dates: 1996-

Correspondence, memoranda, reports and background material produced and acquired in the course of carrying out agency mission. Topics include the labor force and labor market; skills measurement, educational conferences, and potential private sector candidates for job fair participation.

Disposition: Temporary. Destroy when 5 years old.

42. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition: Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.

Draft, December 4, 1998

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
RECORDS OF THE MANAGEMENT INFORMATION SYSTEMS BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Management Information Systems (MIS) handles all office automation and data processing for FPI. Their major undertaking is the integration, phaseout and upgrade of the comprehensive manufacturing, production and ordering systems package (SYMIX). SYMIX is a heavily-modified Unix-based system implemented in the early 90s, which met FPI's needs for both comprehensive integration and selective restricted access, the latter allowing data entry by inmates. These dual requirements have created several obstacles in the process. The agency is now installing Intel-based systems which will gradually replace the Unix models.

The present system's components include the customer service center (maintained at the CSC in Lexington, KY), word processing, sales tracking, spreadsheets, remote (i.e., field) access, procurement, financial management, vendor database and training. The financial management component includes reporting and training functions, online payment and collection, and the in-process Hyperion integrated general ledger. The SYMIX system also includes a history module, which is regularly backed up. (Estimate early 90s for earliest data; predecessor automated versions were most likely overwritten.)

Field sites maintain their own databases on inmate salary and other site-specific activities. Inmate Payroll System (IPS) is a standalone, significantly rewritten off-the-shelf system including name, number, location, hours, amount, work center and job title. The data are dumped to paper at regular intervals, stored in a cave in Pennsylvania and then purged from the system.

The related hard copy files (est. 46 cubic ft.) are covered in part by the following General Records Schedules: 1/29; 2/3; Sch. 3 *passim*; Sch. 6 *passim*; 9/1; and Sch. 16 *passim*. Records not covered by the GRS are described below.

43. ADMINISTRATIVE FILES

Volume: 11 cubic feet (est.)

Dates: 1986-94 (est.)

Reports, memoranda, minutes of meetings and other documentation covering ADP activities, equipment, planning, and security; the Dept. of Justice IRM committee; hardware problems; and budget, planning, quality assurance and risk analysis.

Disposition: *Temporary. Purge interfiled GRS material at appropriate points. Destroy remaining files when 10 years old.*

Draft, December 4, 1998

44. IRM/MCS FILES

Volume: 3 cubic feet (est.)

Dates: 1990-94 (scatt. files from early 80s)

A subset of item 1, confined to ADP, IRM, MCS, management assessment, training and computer security.

Disposition: Temporary. Purge interfiled GRS material at appropriate points. Destroy remaining files when 10 years old.

45. MCS FILES

Volume: 2-3 cubic feet (est.)

Dates: 1994-96

Training presentation, trip reports, and correspondence and memoranda regarding implementation and policy issues.

Disposition: Temporary. Purge interfiled GRS material at appropriate points. Destroy remaining files when 10 years old.

46. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition: Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
MATERIALS MANAGEMENT RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Materials Management is the primary contracting office for FPI. The branch (including 65 field staff) lets approximately 600 contracts per year, mostly for raw materials, and also issues an estimated 1500 purchase orders annually. Estimated current volume of open contracts is upwards of 300 cubic feet; earlier material has been retired to the Washington National Records Center.

The branch was established in 1991; contracting had been handled entirely at the institutions prior to that time. Their electronic systems include contract milestone and correspondence tracking.

47. CONGRESSIONAL CORRESPONDENCE

Volume: 4 inches

Dates: 1992- (scattered)

Correspondence with firms requesting information from FPI, or expressing disagreements such as FPI's alleged noncompliance with contracting procedures.

Disposition: *Temporary. Destroy when 3 years old.*

48. CONTROLLED CORRESPONDENCE

Volume: 3 cubic feet

Dates: 1993-

Topics are largely confined to FOIA, program review, and bid protests.

Disposition: *Temporary. Destroy when 3 years old.*

49. INSTITUTION FILES

Volume: 5-6 cubic feet

Dates: 1992-

Multi-section binders maintained on FPI establishments at institutions. Categories include copies of the latest program review, trip reports, general correspondence, certifications of procurement integrity, any unauthorized procurements, purchase orders and evaluations. Correspondence is largely concerned with the activation process, business plan and staffing pattern. Copies of (mostly) controlled correspondence, consisting largely of congressional and FOIA inquiries, are filed at the beginning of the series.

Disposition: *Temporary. Destroy upon close or restructuring of the factory.*

50. REFERENCE FILES

Volume: 7-8 cubic feet

Dates: 1992- (scatt.)

Correspondence, memoranda, reports and other documentation covering topics such as budget, finance, bid protests and trade shows. Copies of policy documents, controlled correspondence and FOIA submissions are also included.

Disposition: *Temporary. Destroy when 6 years old.*

Draft, December 4, 1998

**51. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC
MAIL AND WORD PROCESSING APPLICATIONS**

*Disposition: Temporary. Delete after the file copy is generated or when no longer
needed for reference or updating.*

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
RECORDS OF THE PLANNING, RESEARCH AND ACTIVATION BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

The Planning, Research and Activation Branch (PRA, the branch) is responsible for market research for new manufacturing ventures or for significant expansions of existing product lines. The branch also coordinates all activities involved in bringing a new factory on line, approves or denies production waiver requests from the National Institutes for the Blind and Severely Handicapped, produces special reports as requested, and coordinates FPI's strategic planning efforts.

52. ACTIVATION REFERENCE FILE

Volume: 2-3 cubic feet

Dates: 1992-

Correspondence, memoranda, reports, transcripts, construction drawings, invoices and other documentation concerning construction, finance and related topics.

Disposition: *Temporary. Destroy when 5 years old or when no longer needed for reference.*

53. ACTIVATION REPORTS

Volume: 8-9 cubic feet (est.)

Dates: 1991-

Reports produced on new factories. [Typical] contents include the activation schedule, minutes of the activation committee meetings, phone log, general correspondence, corporate approval, Board of Directors' resolution, copies of contracts, the business plan, budget, procurement plan, staffing plan, marketing plan, engineering assessment, and design and construction information.

Much of this information is not of enduring interest, but issues such as the integration of factory development with locale, security concerns, overall mission, effect on other institutions and so forth are documented in this series and warrant preservation.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when when most recent record is 25 years old or when no longer needed for legal and operational purposes, whichever is sooner. Routine and facilitative material and records covered by the General Records Schedules (GRS) may be screened and destroyed during archival processing.*

(NOTE: Series is not maintained at either the institutional or regional level.)

54. ARCHITECTURAL DRAWINGS

Volume: 1-2 cubic feet (est.; would occupy approximately three map case drawers)

Dates: 1996- (scatt.)

Drawings documenting various construction aspects, including electrical, life safety, fire protection, mechanical, security and communication. The structures shown include housing, factories and warehouses.

Disposition: *Temporary. Destroy when no longer needed for legal, administrative or reference uses.*

(Records duplicate holdings of the Design and Construction Branch and/or the institution.)

Draft, December 4, 1998

55. BRANCH CHIEF'S REFERENCE FILES

Volume: 7 cubic feet (est.)

Dtes: 1986-

Correspondence, memoranda, reports, budget documents and analogous documentation of day-to-day operations. The exception is the remaining records of a Market Impact Steering Committee from the early 90s. Documentation includes agendas, minutes, reports and analyses concerning FPI mission and goals, potential effects of various strategies, and so forth.

a. Market Impact Steering Committee. **Disposition:** *PERMANENT. Transfer to the National Archives when 20 years old.*

b. All remaining material. **Disposition:** *Temporary. Destroy when 5 years old. (NOTE: Item 4a has been appraised as permanent because no other records relating to this project were discovered.)*

56. IMPACT [MARKET] STUDIES

Volume: 12 cubic feet (est.)

Dates: 1988-

Studies analyzing FPI's potential entry into a new field or significant expansion of an existing one. Typical contents include executive summary, background, product description, determination of the size of the federal market and forecast therefor, total domestic market and history, industrial impact, FPI's production level and plans, and conclusions and recommendations. The appendices usually consist of correspondence from local and state officials and private firms.

The actual studies comprise approximately one-fourth of the series; the balance is background material such as correspondence, memoranda, testimony, journal articles and data from sources such as the Commerce Department and Dun & Bradstreet.

a. Studies. **Disposition:** *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 30 years old. (NOTE: Records may be subject to restriction under exemption [b4] of the FOIA.)*

b. Background Files. **Disposition:** *Temporary. Destroy when 10 years old or no longer needed for reference, legal or administrative purposes.*

57. [INACTIVE] BACKGROUND FILES

Volume: 8 cubic feet (est.) Dates: ca. 1988-95 (A few reports date from the 1970s)

Background material similar to that accumulated for Impact Studies, plus annual and financial reports, the GSA procurement schedule, and related records.

The series also includes Sales, Customer and Market Share reports from 1989-91, which are quarterly statistics showing quantities/volume of production at each FPI locale. Other staff members hold the later years of this issuance, up to the present. Presumably, the electronic data (submitted from the regions) are still in existence

and/or are compiled and published, but this file may be an important source if those assumptions do not prove valid.

Disposition: *Temporary. Destroy when 10 years old.*

58. [INACTIVE] REFERENCE FILES

Volume: 11 cubic feet (est.)

Dates: 1979-97 (bulk of material
dates from late 80s-early 90s)

Correspondence, memoranda, reports and other material documenting product exploration, i.e., investigations that did not rise to the level of an impact study. Other topics include strategic planning, reorganization and program review.

Disposition: *Temporary. Destroy when 10 years old.*

59. NIB/NISH FILES

Volume: 11 cubic feet (est.)

Dates: 1991-

The National Institute for the Blind and the National Institute for the Severely Handicapped (NIB/NISH) are federally chartered independent entities engaged, among other tasks, in manufacturing. As FPI is a mandated source for the federal government, NIB/NISH must request a waiver from it before entering into or expanding a particular product line. FPI may grant, grant in part, or deny the request. Approved waivers must be renewed every five years. The records consist of the request, the form letter granting or denying the waiver, and occasional copies of relevant documentation from the General Services Administration.

Disposition: *Temporary. Destroy when 5 years old or superseded, whichever is later.*

60. PRODUCT DECISIONS FILE

Volume: 3 inches

Dates: 1991-

Correspondence, memoranda, printed e-mail and occasional vendor material documenting the debate or consideration of new or expanded areas.

Disposition: *PERMANENT. Transfer to the National Archives in 10-year blocks when most recent record is 10 years old.*

**61. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL
AND WORD PROCESSING APPLICATIONS**

Disposition: *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
PROGRAM MANAGEMENT RECORDS
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

FPI (trade name Unicor) is a mandatory source for federal procurement; agencies must either purchase from Unicor or request a waiver. The manufacturing facilities are grouped into five categories, each with a program management office responsible for oversight, monitoring, assistance, market research and advocacy. The records, however, vary widely in volume, type, location, content and format, and thus cannot be described as a group.

Electronics Program

This office maintains only contracting documents (in electronic format), and related working files.

Furniture Program

All official contracting documents for this function are maintained at the Customer Service Center in Lexington, KY. Records maintained in Central Office are working files or duplicates of records held in the Financial Management Branch.

Graphics and Services

This office is something of a catchall for FPI, as it includes signage, printing, data services, recycling, laundry services, and miscellaneous manufacturing such as brooms, brushes and optics. The recycling program was established in the early 90s; thus far it includes toner cartridges, mattresses, furniture refinishing and deconstruction of personal computers.

62. DATA SERVICES FILES

Volume: 3-4 cubic feet

Dates: 1995- (est.)

Copies of contract-related documents and supporting material such as brochures, flyers and conference handouts. Also includes correspondence and memoranda regarding topics such as marketing plans and improving customer relations.

Disposition: *Temporary. Destroy when 3 years old.*

Draft, December 4, 1998

63. INSTITUTIONAL FILES

Volume: 7-8 cubic feet

Dates: 1991- (bulk 91-96)

The file is largely composed of documents related to contracting, waivers and program review. Some analytical material, such as an analysis of the closing of a printing plant and a position paper on the feasibility of a mattress recycling project, are also included. There are also correspondence, memoranda and promotional material documenting the data services program's efforts to team with selected small businesses.

Disposition: *Temporary. Destroy when 5 years old.*

64. PRINTING PROGRAM FILES

Volume: 4 cubic feet (est.)

Dates: 1984- (est.)

Approximately half the series consists of contract and waiver files; the balance is copies of mandatory reports to the Joint Committee on Printing and supporting documentation.

Disposition: *Temporary. Destroy when 3 years old or no longer needed for reference.*

65. RECYCLING PROGRAM FILES

Volume: 6-7 cubic feet (est.)

Dates: 1990- (est.)

Correspondence and memoranda with various federal agencies on establishing and maintaining relationships; copies of action plans (originals at institutions), reference and background material; contract-related records, including a sizeable file on a joint venture with a private firm that declared bankruptcy; personnel files, including draft and final position descriptions; and records documenting establishment of a program at Taft FCI, which is the first institution run by a private contractor.

Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old. Routine and facilitative material and records covered by the GRS may be screened and destroyed during archival processing. [NOTE: Much of this series falls into the latter category. However, given the recent establishment of the program, material documenting decisions about its creation, scope, legal status and other substantive aspects is still extant and warrants permanent retention.]*

66. SIGNAGE PROGRAM FILES

Volume: 4 cubic feet (est.)

Dates: 1996- (est.)

FPI manufactures much of the signage (name, room number, office title, directional, etc.) for federal agencies. The series is largely composed of contract- and personnel-related material, with some ancillary correspondence and memoranda.

Disposition: *Temporary. Destroy when 3 years old. (Dispose of GRS material in accordance with assigned dispositions.)*

Metals Program

As far as can be determined, staff in this function maintain contract records only.

Systems Furniture (subset of Metals)

This component handles orders for office furniture which involve layout design for several units or functions of any agency. The staff work with private firms of space planners and architects; the latter retain any drawings. Hard copy files are confined to contract files and procedural manuals.

67. ELECTRONIC CORRESPONDENCE

Volume:

Dates: 1996- (est.)

Correspondence prepared for senior staff is maintained in electronic format only.

Disposition: *Temporary. Delete when 3 years old or no longer needed for reference.*

Textiles Program

This program's products include upholstery, battle dress uniforms, towels and sweat clothes.

68. FACTORY FILES

Volume: 1 cubic foot (est.)

Dates: 1994- (bulk 97-)

Monthly status reports (ca. one paragraph) from institutions, copies of Memoranda of Agreement, capital expenditure requests from institutions (upgrade sprinkler system, purchase equipment, etc.), and correspondence and memoranda regarding Requests for Special Authorizations (RSAs - major purchases.).

Disposition: *Temporary. Destroy when 3 years old.*

69. OPERATIONAL FILES

Volume: 1-2 cubic feet (est.)

Dates: 1994-

Correspondence, memoranda, reports, publications, manuals and other records documenting customer service, market research, program review, relations with the Product Support Center and corporate management, and customer complaints.

Disposition: *Temporary. Destroy when 3 years old.*

70. POSTAL CONTRACT FILES

Volume: 1-2 cubic feet (est.) Dates: 1993-

Open contracts, copies of NIB/NISH reviews (q.v. under the Planning, Activation and Research Branch), correspondence and memoranda with private firms, and waiver files.

Disposition: *Temporary. Destroy when 3 years old. (Dispose of GRS material in accordance with assigned dispositions.)*

71. PRODUCT FILES

Volume: 1-2 cubic feet (est.) Dates: 1994- (est.)

Correspondence, memoranda, product lists and copies of impact statements regarding purchase and delivery and any problems therewith.

Disposition: *Temporary. Destroy when 3 years old.*

72. SUBJECT FILES

Volume: 2 cubic feet (est.) Dates: 1993- (bulk 97-)

Background material for training conferences, training programs and management assessment; minutes of staff meetings; factory status reports; tabular reports on contract status; and copies of corporate management agenda items.

Disposition: *Temporary. Destroy when 5 years old.*

73. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition: *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
RECORDS OF THE SALES AND MARKETING DIVISION
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

There are 31 Unicolor sales representatives nationwide; eight are located in Central Office (CO). Regional sales people are responsible for an area; CO reps have assigned agencies within the National Capital Region. Some individuals have "specialist" accounts such as data services; others represent the gamut of Unicolor manufacturing. All orders are processed by the Customer Service Center (CSC) in Lexington, KY. Quotas and marketing plans are jointly developed by the sales reps, program managers and corporate management.

The marketing section is responsible for all catalogues, trade shows and the Website, which is an electronic duplicate of the catalogues.

74. ADMINISTRATIVE FILES

Volume: 3 cubic feet (est.)

Dates: 1994-96 (est.)

Correspondence, memoranda, reports and other documentation covering budget, waiver procedures, customer service and a delinquency reduction task force. No documentation with more recent dates was discovered.

Disposition: *Temporary. Destroy when 10 years old.*

75. DESIGN ADVISORY GROUP WORKING FILES

Volume: 1 cubic ft. (incl. binders.)

Dates: 1995-96

Minutes of meetings, correspondence, memoranda and other documentation covering project updates, input for catalogues, potential names for furniture lines, and contract- and ADP-related issues.

Disposition: *Temporary. Destroy when 10 years old.*

76. SALES REPRESENTATIVES' WORKING FILES

Volume: 25-30 cubic ft. (est.)

Dates: 1987- (scatt.)

Correspondence, memoranda and faxes regarding visits, orders, pricing and specific contracts; background material such as acquisitions guides, procurement procedures, articles and clippings; printouts tracking numbers and types of orders; lists of agency contacts and other files. In addition, all sales reps have a sizeable collection of Unicolor catalogues.

Disposition: *Temporary. Destroy when 5 years old or no longer needed for reference.*

77. MARKETING DIRECTOR'S SUBJECT AND REFERENCE FILES

Volume: 3-4 cubic ft. (est.)

Dates: 1994-

Correspondence, memoranda, contract-related material and other records covering topics such as the establishment and functions of the Design Advisory Group, contracting for catalogue production, and trade shows. [NOTE: position vacant 5/98 when files were examined.]

Disposition: *Temporary. Destroy when 10 years old.*

Draft, December 4, 1998

78. MARKETING STAFF SUBJECT AND REFERENCE FILES

Volume: 6-7 cubic ft. (est.) Dates: 1996-
Copies of quotes, contracts and contract-related material, and correspondence and memoranda regarding trade shows, pricing, analyses of new catalogues, and other topics.
Disposition: *Temporary. Destroy when 3 years old.*

79. TRADE SHOW FILES

Volume: 5 cubic ft. (est.) Dates: 1995-
Folders for individual shows, plus budget material, some insurance and service information, and occasional snapshots. Folders include RFPs, quotes, travel authorizations, hotel and convention center information, staffing plans and booth layout.
Disposition: *Temporary. Destroy when 3 years old.*

80. VIDEOS

Volume: 2-3 cubic ft. (est.) Dates: [?]
Copies of promotional and informational material from vendors and other federal agencies, with some analogous BOP items.
Disposition: *Temporary. Dispose of duplicate and non-record material when no longer needed. Records created by Unicor or BOP should be checked against the holdings of IPPA and the BOP Archives to ensure preservation of any substantive material.*

81. CATALOGUES

Volume: 4 cubic ft. (est.) Dates: 1988- (est.)
Current product line catalogues, plus approximately ten years of predecessor material.
Disposition: *PERMANENT. Transfer to the National Archives in 5-year blocks when most recent record is 20 years old.*

82. WEBSITE FILES

Volume: 6 cubic ft. (est.) Dates: 1994-
The website duplicates the Unicor catalogues, and can be used for online editing. It began in April of 1994; ordering capacity was added in October of 1996. The site was developed by an outside contractor, but it is managed by agency staff. Hard copy (paper) records consist of input documents.

a. Paper records. **Disposition:** *Destroy when no longer needed for reference or administrative purposes.*

b. Electronic files. **Disposition:** *Delete when product line revised.*

83. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition: Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.

**BUREAU OF PRISONS - INDUSTRIAL, EDUCATION,
AND VOCATIONAL TRAINING
RECORDS OF THE QUALITY, ENGINEERING AND
OPERATIONAL SUPPORT BRANCH
RECORDS DESCRIPTION AND PROPOSED DISPOSITIONS**

Manager's Records

84. BRANCH CHIEF'S SUBJECT AND REFERENCE FILE

Volume: 5-6 cubic feet

Dates: 1994- (bulk 96-)

Correspondence, memoranda, meeting minutes, copies of e-mail, journal articles and other documentation covering subjects such as business process reengineering, customer advisory groups, and transfer activities at Lorton Reformatory.

Disposition: *Temporary. Destroy when 5 years old.*

Administrative Records

85. FACTORY ACTIVATION FILES

Volume: less than one cubic foot

Dates: 1994-

Information copies of correspondence, memoranda, e-mail, meeting minutes, and other files covering staffing patterns, business plans, profit analyses, and projected budgets for new factories.

Disposition: *Temporary. Destroy when 3 years old.*

86. MANAGEMENT ASSESSMENT GUIDEBOOKS

Volume: less than one cubic foot

Dates: 1997-

Notebooks of background material maintained for annual assessment, a part of the Program Review process.

Disposition: *Temporary. Destroy when superseded or obsolete.*

87. OPERATIONAL INDICATOR REPORTS

Volume: less than one cubic foot

Dates: 1997-

Monthly listings of accomplishments and problems at factories, with accompanying charts. The latter provide total figures (for FPI, production category and individual factory) for sales, earnings, inventory, delinquent orders, inmate staffing, accounts receivable and backlogs. Data are provided by the Financial Management Branch.

Disposition: *Temporary. Destroy when 5 years old.*

88. PROJECT MANAGEMENT FILES

Volume: less than one cubic foot

Dates: 1997-

Correspondence, memoranda, agendas and meeting minutes documenting an inter-FPI team chaired by the branch chief, which aims at improving customer service.

Disposition: *Temporary. Destroy when 5 years old.*

Draft, December 4, 1998

Personnel Records

89. ACTIVATION FILES

Volume: 1-2 cubic feet (est)

Dates: 1995-

Notes and memoranda relating to activation schedules and staffing patterns, and documentation of hiring decisions after the staffing pattern is established.

Disposition: *Temporary. Destroy when 5 years old.*

90. CORRESPONDENCE

Volume: 4 cubic feet (est)

Dates: 1996-

Letters and memoranda documenting the gamut of personnel issues.

Disposition: *Temporary. Destroy when 3 years old.*

91. DEACTIVATION FILES

Volume: 1-2 cubic feet (est)

Dates: 1995-

Notes and memoranda concerning issues such as staff relocation, position changes and liaison with the Human Resources Division.

Disposition: *Temporary. Destroy when 5 years old.*

92. POSITION REPORTS

Volume: 1-2 cubic feet (est)

Dates: 1996-

Monthly printouts provided by the Budget Execution Branch of the Administration Division, listing positions established or abolished, by region and central office.

Disposition: *Temporary. Destroy when 3 years old.*

93. POSITION STATUS REPORTS

Volume: 1-2 cubic feet (est)

Dates: 1996-

Periodic internal reports listing filled, vacant and transferred positions by region, institution, decision unit and occupation code.

Disposition: *Temporary. Destroy when 3 years old.*

Management Control System Records

94. SYMIX IMPLEMENTATION FILES

Volume: unknown

Dates: 1990-

SYMIX is a comprehensive automated management system, tracking inventory, accounts, overhead, and all other aspects of factory operation. The software has been implemented at the great majority of FPI field sites; FPI is currently evaluating its use at the earliest locales. The records described here include only hard copy files. Implementation records are held by six staffers, only two of whom are at central office. Those examined are maintained in three-ring binders and consist largely of copies of e-mail and faxes on various implementation issues,

involving the institution, customer and/or supplier, and systems analysts. Also included are customer quotes, purchase orders, autograph notes and trip reports.
Disposition: *Temporary. Destroy 10 years after implementation is completed.*

Operational Records

95. **"GOODWILL" PROGRAM FILE**

Volume: less than one cubic foot

Dates: 1997-

Memoranda (usually copies of e-mail) from factory managers requesting a writeoff of some costs on certain orders. The requests are logged and then forwarded to the Senior Program Managers, who have final authority.

Disposition: *Temporary. Destroy 3 years after approval or denial.*

96. **STRATEGIC PLANNING FILES**

Volume: one cubic foot (est)

Dates: 1997-

Copies of quarterly and other reports for all of FPI, which are submitted in both paper and electronic form to the Program Review Division (PRD). PRD provides revised timetables and information regarding progress on FPI objectives elsewhere in the agency.

Disposition: *Temporary. Destroy after incorporation into Bureau's formal report, or when no longer needed for administrative, legal or reference use.*

Training Records

The branch's training manager functions as a liaison among the Bureau's training center in Aurora, CO, the field, and the presenter.

97. **PRODUCT SUPPORT CENTER MATERIALS FILES**

Volume: 6 cubic feet (est)

Dates: 1991-

The Product Support Center (PSC) in Englewood, CO, provides design, technical and other assistance and training to FPI's manufacturing staff. This series is the training manager's copies of PSC's training files (overviews, lesson plans, copies of military and GSA standards) for both on-site and self-study courses.

Disposition: *Temporary. Destroy when no longer needed for administrative or reference use. [Disposition predicated on assumption that PSC's file is the complete and official set.]*

98. **TRAINING MATERIALS FILE**

Volume: 3-4 cubic feet (est)

Dates: 1991-

Copies of FPI presentations at various BOP training courses, such as those for new wardens, associate wardens, etc.. Records include overviews, central office

functions, customer service, and product support, and also program-specific information--textiles, graphics, etc.--tailored for specific offerings.

Disposition: *Temporary. Destroy when no longer needed for administrative or reference use. [Disposition predicated on assumption that the Management Support Training Center (MSTC) in Aurora holds the complete and official set.]*

99. TRAINING NEEDS ASSESSMENT FILE

Volume: 2-3 cubic feet (est)

Dates: 1991-

Periodic notifications of training opportunities, which MSTC supplies for the training manager to distribute, and various administrative materials.

Disposition: *Temporary. Destroy when 3 years old.*

100. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS

Disposition: *Temporary. Delete after the file copy is generated or when no longer needed for reference or updating.*