

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

71-129-04-2

DATE RECEIVED

4-30-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8/25/04

ARCHIVIST OF THE UNITED STATES

Lis Relland

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

4/28/04

SIGNATURE OF AGENCY REPRESENTATIVE

Omar Herran

TITLE

CHIEF, INFORMATION MANAGEMENT OFFICE

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED
JOB CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

(SEE ATTACHED)

cc Agency NR

Authority:	Item#	Approved:
Major Sub.NIC	Physical Medium: Electronic	Dated:
Minor Sub: NIC Information Center	System Location: Longmont, Colorado	
Item Name: NIC WEST		

Detail: NIC Registrar Database (Vendor-Pathlore).

The National Institute of Corrections

The National Institute of Corrections (NIC) is an agency within the U.S. Department of Justice, Federal Bureau of Prisons. The Institute is headed by a Director appointed by the U.S. Attorney General. Both a direct-service and funding agency, NIC's five legislatively mandated activities are training, technical assistance, research and evaluation, policy and standards formulation and implementation, and serving as an information clearinghouse.

The NIC Information Center and Library were established in response to the legislative mandate "to serve as a clearinghouse and information center for the collection, preparation, and dissemination of information on corrections." The mission of these information services is to assist in improving current policies, practices, standards and procedures through support to corrections practitioners and policy makers. These services result in an identifiable and responsive resource for information regarding prisons, jails, probation, parole and community-based corrections.

Consistent with its mission, the Information Center acquires and disseminates practical, useful, operationally oriented materials and documents dealing with the most current issues and innovations in the field of corrections. A function of the Information Center is the maintenance and operation of the Robert J. Kutak Memorial Library - the Collection that houses all documents.

System Description: The Registrar Database system started on 2000. The data was imported from a previous database system (Paradox) going back to FY 1995. The NIC uses the Registrar database system to help administer the daily activities of training, administration and to keep track of training histories. The Registrar processes applications and class registrations, keeps class and student records and produces reports including course lists, rosters, transcripts and agency training summaries.

1. Inputs: Forms, e-mail, uplinks from other systems, all of which were used to gather information for this system. Most data currently being input relates to trainees and comes from application forms. Data concerning training events comes by memo from the various NIC divisions and is manually entered.

Disposition: Temporary.

Guidance: Delete or destroy when superseded or obsolete.

2. System Outputs: The Registrar system produces correspondence, labels, participant lists, class information, rosters, transcripts, name badges, certificates; reports such as training schedules, training transcripts, training provided to individual agencies or geographical areas.

Disposition: Temporary.

Guidance: Delete or destroy when superseded or no longer needed for operational purposes or reference purposes.

3. Data: The Registrar database consists of three main types of records described as follows:

1. **Personal Records:** Include information on applicants and trainees, including job titles, agencies, addresses, telephone numbers, types of corrections agencies for which they work, etc.
2. **Class Records:** Include information about course title, course description, dates and times, location, number of participants, etc.
3. **Registration Records:** Include information that tie the person and class records together to indicate that a person applied for a particular class and was either selected or rejected. If an applicant was rejected, the reason for rejection is entered in the system.

Retention: Temporary

Guidance: Delete or destroy when data is superseded or obsolete.

4. System Documentation: Users' Guides, manuals for administrator and users, etc.

Disposition: Temporary

Guidance: Destroy when system is superseded or no longer of use to agency.