

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 <u>71-129-05-4</u>	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <u>11-1-2004</u>	
2. MAJOR SUBDIVISION FEDERAL CORRECTIONAL FACILITIES		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN	5. TELEPHONE  (202) 514 - 2254	DATE <u>3-31-05</u>	ARCHIVIST OF THE UNITED STATES <u>Alta Wanta</u>
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <u>10-25-04</u>	SIGNATURE OF AGENCY REPRESENTATIVE <u>Omar Herran</u>	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

21 4/5/05 Copies sent to Agency, NWML, NIR, NWCT

## SCHEDULE: UNICOR - FPI Web Site User Trends

Authority: N1-129-05-	Item#	Approved:
Major Sub. BOP/CO/UNICOR	Physical Medium: Electronic	Dated:
Minor Sub: MISD	System Location: Wash., D.C.	
Item Name: Web Site User Trends	Secondary Location:	

### UNICOR - FPI Web Site User Trends RDBMS

UNICOR or Federal Prison Industries (FPI) Inc., is a non-appropriated government corporation, operated by the Industries, Education and Vocational Training Division of the Bureau of Prisons. UNICOR's mission is to employ and provide skills training to the greatest practicable number of inmates within the Federal Bureau of Prisons, contribute to the safety and security of the nation's correctional facilities by keeping inmates constructively occupied, produce market-price quality goods for sale to the Federal Government, and operate in a self-sustaining manner, with minimal effect on private business and labor.

UNICOR employs a number of electronic systems to track and manage the development, production, marketing and sale of its products; one of these is Web Trends, a commercial off-the-shelf system (COTS). Web Trends extracts selected data fields from UNICOR.gov, the online sales venue, and places them into flat files for report production.

#### Web Site User Trends

##### 1. Inputs.

System-generated logs recording the navigational steps taken by web users entering the UNICOR.gov site. Information may contain user visits to sales, product information, product ordering, among other marketing and e-commerce content and user transactions, as gathered from UNICOR.gov.

*Disposition: Temporary.* Data is captured and automatically transferred into RDBMS database.

##### 2. Outputs.

Examples include reports on sales by stock number, sales by customer number, sales by dollar amount and delivery turnaround. Reports can also be provided by plant or region.

*Disposition: Temporary.* Destroy when no longer needed for reference or operations, whichever is later.

**3. Data.**

Relational Database Management System (RDBMS) records stored in a variety of tables containing information on customers and sales.

*Disposition:* Temporary. Destroy when 10 years old or no longer needed for legal or administrative purposes, whichever is later.

**4. Documentation.**

User, developer, system and LAN documentation including code books, record layout and data dictionaries.

A. Documentation sufficient for system explication and manipulation.

*Disposition:* Temporary. Destroy when 10 years old or no longer needed for legal or administrative purposes, whichever is later.

B. All other documentation.

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

## 5. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.