

Request for Records Disposition Authority

Records Schedule Number **DAA-0129-2019-0005**

Schedule Status **Approved**

Agency or Establishment **Bureau of Prisons**

Record Group / Scheduling Group **Records of the Bureau of Prisons**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Administrative Division**

Minor Subdivision **Trust Fund Operations**

Schedule Subject **Telephone Monitoring System**

Internal agency concurrences will be provided **No**

Background Information **This system processes inmate telephone calls, maintains list of approved telephone numbers, and tracks telephone call financial data. Funds available for calls come from the Trust Fund Accounting and Commissary System - TRUFACS (scheduled under N1-129-05-007)**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

0002

Outline of Records Schedule Items for DAA-0129-2019-0005

Sequence Number	
1	Inmate Call System Data and Metadata Disposition Authority Number DAA-0129-2019-0005-0001
2	Inmate Call Recordings Disposition Authority Number DAA-0129-2019-0005-0002

Records Schedule Items

Sequence Number	
1	<p>Inmate Call System Data and Metadata</p> <p>Disposition Authority Number DAA-0129-2019-0005-0001</p> <p>Calls sent to-and-from info, the number called, date, time, duration, location, etc Call monitoring, transactions and balances.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation N1-129-05-016 / 1/C N1-129-05-016 / 2/C - partial</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Termination of the call</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Inmate Call Recordings</p> <p>Disposition Authority Number DAA-0129-2019-0005-0002</p> <p>Digital recordings of inmate calls</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing? Yes</p>

Do any of the records covered
by this item exist as structured
electronic data?

Yes

GRS or Superseded Authority
Citation

N1-129-05-016 / 2/C - partial

Disposition Instruction

Cutoff Instruction

Termination of the call

Retention Period

Digital recordings are deleted 180 days after date of
call

Additional Information

GAO Approval

Required and Received

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
02/14/2019	Return to Submitter	Lindsey George	Chief Information Management Section	IPPA - Records Management
07/03/2019	Certify	Lindsey George	Chief Information Management Section	IPPA - Records Management
12/11/2019	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/17/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/19/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/20/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist