

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0129-2024-0008

Status: APPROVED  
Date Approved: 05/05/2026

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## General Information

Agency or Establishment	Bureau of Prisons
Record/Scheduling Group	0129 - Records of the Bureau of Prisons
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Administrative Division
Minor Subdivision	Facilities Management Branch
Schedule Subject	Geospatial and Electronic Media Storage (GEMS) Records
Additional Schedule Information	The FBOP Geo-spatial and Electronic Media Storage (GEMS) has been created to help the Construction and Environmental Review Section store and manage documents used during the budgeting, programming, planning, designing, and the construction of new institutions for the Bureau.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0129-2024-0008

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Geospatial and Electronic Media Storage (GEMS) Records	Temporary

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Records Schedule Items

<b>DAA-0129-2024-0008-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Geospatial and Electronic Media Storage (GEMS) Records	
Item Description	The Geospatial and Electronic Media Storage (GEMS) system is an information management and document tracking system. It maintains proposed, completed, and ongoing FBOP construction projects. The type of information stored in the system includes construction plans, site plan designs and drawings for future facilities, geo-technical reports, utility studies, boundary and topographical surveys, environmental impact studies, wetland reports, air/boiler permits, cultural reports, site selection reports, archaeological studies, and other environmental studies generated during the process of site evaluation and selection.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-129-09-028 / 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when facility is closed or upon cancellation of facility site plan	
Retention Period	Destroy 1 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/05/2026



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.