REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

	LEAVE BLANK (NARA use only)
	JOB NUMBER
	711-129-04-1
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
OMAR HERRAN	(202) 514 - 2254	8/25/04	*Luis Bellardo*

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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/28/04	*Omar Herran*	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 GRS OR SUPERSEDED JOB CITATION	10.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 nwmw

Authority:	Item#	Approved:
Major Sub. BOP/CO/UNICOR	Physical Medium: Electronic	Dated:
Minor Sub: MISD	System Location: Washington, D.C.	
Item Name: UNICOR Symix System		

Details: UNICOR Symix System

UNICOR - Federal Prisons Industries and Education

UNICOR or Federal Prison Industries, Inc., is a non-appropriated government corporation, operated by the Bureau of Prisons, Industries, Education and Vocational Training Branch.

UNICOR's mission is to employ and provide skills training to the greatest practicable number of inmates confined 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; operate in a self-sustaining manner; and minimize its impact on private business and labor.

System Description: The term Symix represents the commercial product used to develop enterprise software and services tailored to manufacturing and distribution companies. Symix software allowed UNICOR to automate its unique business requirements for manufacturing and distributing goods and services produced within the federal prison system. Symix was discontinued in 2000. Symix active data was transferred to the Millennium system while none-active data was archived and stored on CDROM and on tape in their original database format.

1- UNICOR's Symix Tape and CDROM Data: The data consists of accounts payable, accounts receivable, and sales order information, and inventory from closed transactions where UNICOR has received payment and goods were delivered to the ordering clients. Data includes financial and accounting information for payable and receivable accounts, inventory information of factory materials, production schedules, labor assignments, packaging, and distribution details. Information such as general ledger balance and transactions for each factory or operational unit of FPI, product costing and pricing data, inventory valuation data, and fixed asset records to include all PP&E and non-capitalized but monitored PP&E is also included.

> **A -** Data containing open transaction and active orders
> **B -** Data containing closed and completed transactions

Retention: Temporary
Guidance: Delete seven years after data was archived to tape and CDROM.

2- UNICOR's Symix Database Management System Documentation: Consist of data dictionary and field data declaration documentation for tables and modules in Symix. Database documentation includes details specific to the ability to read the transaction information stored on tape and CDROM (see item #1).

Retention: Temporary
Guidance: Delete seven years after DBMS data was archived to tape and CDROM.

3- UNICOR's Symix Programming, Design and Change Request Documentation: Paper notes, screen printouts, and sample reports used to design the system or provide requested changes in the system. These configuration and modifications included but were not limited to changes in screens and/or report layouts, sorting operations, adding new fields, and changing factory control procedures to name a few.

Retention: Temporary
Guidance: Delete when no longer needed for reference purposes.

4- System Documentation: Commercial product documentation from Symix Incorporated, hardware, operating systems, and system administrator manuals describing Symix functions and programming operations.

Retention: Temporary
Guidance: Destroy when no longer of use to agency.