

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

NI-129-04-9

DATE RECEIVED

8/13/2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

12-22-04

John W. Carl

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

8/4/04

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SUPERSEDED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)

8/1/5/05 Copies Sent to Agency, NWMW, NWMW, NR

Draft UNICOR e-Records (PBS - Professional Business System)

Authority: N1-129-04-9	Item#	Approved:
Major Sub. BOP/CO/UNICOR	Physical Medium: Electronic	Dated:
Minor Sub: MISD	System Location: Washington, D.C.	
Item Name: UNICOR Millennium System	Secondary Location:	

UNICOR - FEDERAL PRISONS INDUSTRIES AND EDUCATION

UNICOR or Federal Prison Industries 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.

PROFESSIONAL BUSINESS SYSTEM (PBS)

The PBS system provides data archiving capabilities for the SAP system. SAP/R3 is a commercial software product whose full title is Systems, Applications and Products, Real time, three tier architecture. UNICOR's application is interchangeably referred to as SAP, R3, or Millennium. It is a mission critical full-scale manufacturing automation support system that allows UNICOR users to track and manage business functions. Although a separate entity from R3, PBS is intended for use with that application; the systems are designed to accommodate each other.

The PBS system provides original Millennium display and evaluation of archived data, via a selection parameter enabling the user to retrieve data either from the archive and the database, only from the database or only from the archive. PBS thus provides easy navigation of archived records maintained in their original format. Archive data are subject to the same data protection requirements as current data.

1- Input: Electronic files over two years old from the Millennium system, documenting functions such as purchasing, warehouse management, sales and distribution and financial operations. Both closed and open customer orders are included.

Retention [Disposition]: Temporary.

Guidance: Delete when 10 years old or when obsolete, whichever is later.

2- Output: PBS provides reports identical to those available from the active R3 database, from its retrospective data compilation. All PBS transactions and reports use and automatically link to the same access authorizations as the original R3 transactions.

Retention [Disposition]: Temporary.

Guidance: Destroy when 3 years old or when no longer needed for program operation or reference, whichever is later.

3- Data: Information content includes the same fields as the Millennium system, such as delivery information, purchase order information, assembled products, production information orders, manufacturing site information, sales data, work scheduling and client information.. The system also tracks chronological information, including length of time for order processing and shipping and production times for various product lines.

Retention [Disposition]: Temporary.

Guidance: Delete when 10 years old or when obsolete, whichever is later.