

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 <b>N1-129-05-5</b>	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <b>3/11/05</b>	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>3/10/05</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <b>3/10/05</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

*SA 9/2/05 copies sent to Agency, NWMLWA, NR, NWCTC*



CO: Industries, Education and Vocational Training Division UNICOR PRODUCT WAIVER SYSTEM  
Authority: N1-129-05-5 Item# Approved:  
Major Sub. BOP/CO/UNICOR Physical Medium: Electronic Dated:  
Minor Sub: MISD System Location: Washington, D.C.  
Item Name: Product Waiver 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.

UNICOR employs a number of electronic systems to track and manage the development, production, marketing and sale of its products and services. Many of these are 'tools' rather than records systems; i.e., they facilitate user access; facilitate or secure the transfer of financial data among BOP, Unicor and the Department of the Treasury; or assist in developing code for other systems, rather than creating or holding records. Product Waiver is one of the systems of record.

### Product Waiver System.

Federal agencies are required to purchase items listed as mandatory on Unicor's Schedule of Products, provided their prices, delivery or technical requirements will be met. If, for reasons such as suitability or turnaround time, Unicor is unable to meet these requirements, agencies can request waivers. The Product Waiver system tracks these requests and responses via the unique customer number created through the SAP/R3 system (see N1-129-04-08). Although this is a routine function, the likelihood of Congressional inquiry and subsequent reporting necessitates a relatively long retention for the series.

#### 1. Inputs.

Customer number, name, agency and location; item in question, including price, quantity and description; assigned sales representative; reason for request and decision.

Disposition: Temporary. Cut off at end of fiscal year. Destroy 10 years after cutoff or when no longer needed for reference or operations, whichever is later.

#### 2. Outputs.

Form letters, provided by fax, standard mail or e-mail.

Disposition: Temporary. Cut off at end of fiscal year. Destroy 10 years after cutoff or no when longer needed for reference or operations, whichever is later.

#### 3. Data.

Customer numbers from SAP/R3; numbers of orders and waivers tracked by number.

Disposition: Temporary. Cut off at end of fiscal year. Delete 10 years after cutoff or when no longer needed for reference or operations, whichever is later.



4. Documentation.

End user guide, technical specifications for original system configuration and subsequent updates.

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

5. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-4 above.

Disposition: Temporary. Destroy/delete within 180 days after the record-keeping copy has been produced. Longer retention is authorized.