REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NUMBER

NI-129-05-7

DATE RECEIVED

3/11/05

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE	ARCHIVIST OF THE UNITED STATES
10/11/05	*Allen Weinstein*

4. NAME OF PERSON WITH WHOM TO CONFER

OMAR HERRAN

5. TELEPHONE

(202) 514 - 2254

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/10/05	*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 GRS OR SUPERSEDED JOB CITATION	10.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, NWMWA, NWCTC

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

CO Admin Division - Trust Fund Branch, TRUFACS - Draft

Authority: **N1-129-05-**	Item#	Approved:
Major Sub. BOP/CO/ADMIN	Physical Medium: Electronic & Paper	Dated:
Minor Sub: Trust Fund Branch	System Location: Agency-wide	
Item Name: **TRUFACS**		

TRUST FUND ACCOUNTING AND COMMISSARY SYSTEM (TRUFACS).

This system acts as the inmates' bank, verifying restitution payments, tracking fund transactions and balances, and transferring accounts when inmates are moved among institutions. TRUFACS also transfers funds to the Inmate Telephone System and documents warehouse and commissary inventory and commissary sales. The system was developed by a contractor, who is responsible for all upgrades; BOP is responsible for maintenance and documentation. Data are maintained at both Central Office (CO) and in Des Moines, IA. Records on inmate financial responsibility come from SENTRY; the institutions enter commissary information. In addition to the information sent to ITS, data are also provided to the Financial Management Information System (FMIS), a DOJ-wide program.

1.   Input.

a. Scanned files, including but not limited to Inmate Financial Responsibility Program Contracts, PLRA[1] Court Documents, Encumbrances, Escort Trip documents, and BP Form-199s (inmate authorization for repeating monthly withdrawals, etc.).

Disposition: Temporary. Destroy 90 days after verification.

b. Data entered directly into the system, such as inmate payroll and purchases, funds received from outside sources, and voided transactions.

Disposition: Temporary. Destroy when 6 years old.

2.   Output.

Reports to FMIS regarding status changes in inmate and commissary funds and cross-appropriations, i.e, transferring funds from one appropriation unit to another. The system also produces documentation such as purchase orders, journal vouchers, receiving reports, inventory status and worksheets, and transactions reports documenting inmates' fulfillment of their financial obligations.

Disposition: Temporary. Destroy when 6 years old .

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[1]Prison Litigation Reform Act

3.	Data.

Inmate payments, income, transactions and balances; commissary transactions and inventory. Microsoft SQL, Windows 2000.

Disposition:	Temporary. Archive annually in TruFacs when records are 6 years old. Purge archive records annually 7 years after archive date.

4.	System Documentation.

Supporting material such as code books, record layouts, data dictionaries and source codes.

Disposition:	Temporary. Destroy when superseded.

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

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate record-keeping copies of the material covered by the items listed above. Also included are electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

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