

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

FEDERAL BUREAU OF PRISONS

CENTRAL OFFICE

(SEE ATTACHED)

5. TELEPHONE

OMAR HERRAN

(202) 514 - 2254

**JOB NUMBER**

DATE RECEIVED

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

## 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**

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SUPERSEDED  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)

115-109

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

STANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228

**eRecord - BOP's Public Web Site ([www.bop.gov](http://www.bop.gov)) - DRAFT**

Authority:	Existing Authority(ies):	Approved:
Major Subdivision: BOP/CO/IPPA	Physical Medium: Electronic	Dated:
Minor Sub: Info. Systems (OIS)	Location: Central Office (Washington, DC), also Rockville, MD and Dallas, TX	
Item Name: <b>BOP's Web Site</b>		

BOP's Web site presence started in 1995, with the deployment of policy files and research publications using the Department of Justice web site ([WWW.USDOJ.GOV](http://WWW.USDOJ.GOV)).

By 1997, the Bureau deployed its own site and since then, it has continued to expand the site's content and services to the public. Currently, the Information, Policy and Public Affairs Division (IPPA) is responsible for administering the site and oversees its information technology infrastructure (Information Systems) and its content management (Public Affairs). The BOP's mission is to protect society by confining offenders in controlled environments. The facilities must be cost efficient and safe not only to the public but most importantly to all staff and inmates. The vision is to provide safe and humane correctional services in our society.

1. **BOP'S INTERNET WEB SITE: ([www.bop.gov](http://www.bop.gov))**. This web site has been created to provide general information and documents to the public about the Bureau of Prisons (BOP), and to show how BOP is carrying out its mission and vision by using the internet. Other than the usage statistics collected, the system does not store original information but it feeds from other information collections.

A. **INPUT:** Electronic copies originating from other systems or sources, consisting of PDF and HTML files related to publications, reports, instructions, procedures, news summaries, site-related, federal inmate related, agency business related including but not limited to contracting and, employment opportunities available and/or of interest to the public, meeting the mission and scope of the agency.

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

B. **OUTPUT:** Summary statistical reports for user trend analysis, system response time tracking, system optimization analysis, and law-enforcement purposes.

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

C. DATA: Electronic textual, images, video, audio, and fielded information.

- (1) ELECTRONIC PUBLICATIONS. Electronic copies originating from other systems or sources consisting of PDF and HTML files related to publications, reports, instructions, procedures, news summaries, site-related, federal inmate related, agency business related, including, but not limited to contracting and employment opportunities available and/or of interest to the public, meeting the mission and scope of the agency.

Disposition. Temporary. Destroy after issuance or when superseded, obsolete, or when no longer needed for public reference purposes.

- (2) SYSTEM USAGE GENERATED DATA. Includes user information extracted from the connection to the web site and includes the user's internet domain name, IP address, the browser and operating system, date and time of connection, areas accessed, information requested, possible errors encountered, and the website from which the connection took place among other system information elements, primarily collected for statistical analysis and technical improvements to the site.

Disposition. Temporary. Destroy when 3 years old or when superseded, obsolete, or when no longer needed for reference or law-enforcement purposes, whichever is later.

D. SYSTEM DOCUMENTATION: Technical information (including record layout and code books ) and instructional documentation demonstrating the use of system, location of files, tables, and programmatic parameters among other system functions.

Disposition. Temporary: Destroy when superseded or when no longer needed for system support and/or programming reference purposes, whichever is later.