

2 Drawings

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-129-09-1</i>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>10/2/08</i>	
2 MAJOR SUBDIVISION CENTRAL OFFICE - and Englewood, Co.		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>10/2/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrian Thomas</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 <i>9/28/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</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 GRS OR SUPERSEDED JOB CITATION	10.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)		

**eRecords - UNICOR's PSC eDrawings**

Authority NI-129-08-xx	Existing Authority(ies)	Approved
Major Subdivision: UNICOR/CO	Physical Medium Media Neutral	
Minor Sub. UNICOR/FPI	Location Englewood, Colorado	
Item Name PSC eDrawings		

**GENERAL AGENCY MISSION**

UNICOR is the legal trade name for the Federal Prison Industries (FPI), a wholly-owned; Government corporation established by Congress on June 23, 1934. Its mission is to employ and provide job skills training to the greatest practicable number of inmates confined within the Federal Bureau of Prisons, contribute to the safety and security of our Nation's Federal correctional facilities by keeping inmates constructively occupied, produce market-priced quality goods and services for sale to the Federal Government; operate in a self-sustaining manner; and minimize FPI's impact on private business and labor

**PRODUCT SUPPORT CENTER (PSC)**

The Product Support Center (PSC) provides development, testing, cost analysis and technical training for UNICOR/FPI manufacturing. Although physically located at the Federal Correctional Institute in Englewood, CO, it is a component of UNICOR's Quality, Engineering and Operational Support Branch. PSC assists all major manufacturing areas such as clothing, textiles, office furniture, industrial products, and electronics. The Center is also involved in all new product development, including the analysis of manufacturing feasibility in a correctional setting. Product testing is carried out to ensure conformity to Federal, industrial and military standards, as well as compliance with environmental regulations. PSC staff also assists with new product implementation, work flow and efficiency studies at factory sites.

**1. PSC eDRAWING SYSTEM:**

A Central depository of all product drawings created by all business units in UNICOR such as clothing, textiles, office furniture, industrial products, and electronics, regardless of factory mission or geographical location. Drawings also originate from UNICOR's business partners.

A ~~INPUT~~ Paper drawings ranging from A to E size in format, which are scanned and converted to imaging (TIF, PDF) or vector graphics (AutoCAD CAD/CAM) (GRS 20 Item 2a(4))

Disposition Temporary Destroy after the electronic record and equivalent has been produced and verified

B      OUTPUT   Electronic reproduction of electronic drawings, production reports, information logs, and inventory reports

Disposition. Temporary   Destroy when no longer needed for reference purposes

C      DATA   Electronic TIF, PDF, and CAD/CAM files containing product drawing information including initial drawings, revisions, and associated metadata, as available

Disposition. Temporary   Cutoff when corresponding product is no longer in production or active maintenance status.   Destroy 5 years after cutoff

D      ~~SYSTEM DOCUMENTATION~~   Technical information (including record layout and code books) and instructional documentation demonstrating the use of the system, location of files, tables, programming parameters, and other system functions (GRS 20, ITEM 11)

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