OpsPlanner

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: 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)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
OMAR HERRAN	(202) 514 - 2254	14DEC10	

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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/28/08	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

BUREAU OF PRISONS

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)

Authority: NI-129-09-003	Existing Authority: None	Approved:
Major Subdivision: BOP-ALL	Physical Medium: Media Neutral	
Minor Sub: CO/CPD	Location: Washington, D.C.	
Item Name: OpsPlanner Notification System		

OpsPlanner Notification System -- OpsPlanner Notification System provides the web-based notification system to recall staff in the event of an emergency, replacing the multi-line automatic telephone dialer currently in use at BOP facilities. OpsPlanner consists of four modules – Admin, Collaborate, Plan and Recover - working together to deliver a unique program management solution to speed the development, testing, training and implementation of a comprehensive continuity program.

1 ~~INPUT. Keyed in Data Base Entry: Personal Profile. Files uploaded from each agency as PDF, WPD, and/or HTML files used to provide emergency links, code of federal regulations and shared documents among a variety of materials and information of continuity program that meets the mission and scope of the agency~~

~~Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for reference purposes, whichever is later.~~ GRS 20, Item 2c

2 ~~OUTPUT. Various categorized reports, such as location report, annual report among other reports.~~

~~Disposition: Temporary. Destroy when superseded, obsolete, or no longer needed for reference purposes, whichever is later.~~ GRS 20 Item 4

3 DATA. Electronic text (PDF,WPD), images (JPEG) and associated metadata regarding continuity programs. **New**

a) Archive files collected since 2003 and stored on shared drive.

Disposition: **Temporary.** Transfer files to the OpsPlanner Archives collected by the Information Management Office. Delete after verification or when no longer needed for reference purposes, whichever is later.

b) Consolidated plans gathered by Regions and Central Office components

Disposition: <u>Temporary</u>. Copy the files to the OpsPlanner Archives collected by the Information Management Office on or before August 31 of the calendar year in effect. Delete OpsPlanner files when superseded or when no longer needed for reference purposes, whichever is later.

c) OpsPlanner Archive files collected by the Information Management Office

Disposition: <u>Permanent</u>. ~~Pre-accession in five-year intervals when no longer needed for active agency use.~~ Transfer to National Archives in five-year intervals when 30 years old.

Pre-accession policy revoked 4|19|2022

GRS 20 Item 11.A.2

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

~~**Disposition: Permanent.** Transfer files with the permanent electronic records to which the documentation relates.~~