

NIC web

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 <i>NI-12909-8</i>	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>10/2/08</i>	
2 MAJOR SUBDIVISION CENTRAL OFFICE - and Colorado		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>1-21-09</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 (SEE ATTACHED)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

eRecords - NIC's Web Site (www.nicic.gov)

Authority N1-129-08-xx	Existing Authority(ies)	Approved
Major Subdivision: NIC/CO	Physical Medium Media Neutral	
Minor Sub: NIC	Location: Washington, D C and Aurora, Colorado	
Item Name: NIC's Public Website	WWW NICIC.GOV	

The National Institute of Correction

The National Institute of Corrections (NIC) is an agency within the U S. Department of Justice, Federal Bureau of Prisons. The Institute is headed by a Director appointed by the Attorney General of the United States. Both a direct-service and funding agency, NIC's five legislatively mandated activities are training, technical assistance, research and evaluation, policy and standard's formulation and implementation.

NIC's Information Center and Library were established in response to the legislative mandate "to serve as a clearinghouse and information center for the collection, preparation, and dissemination of information on corrections." NIC acquires and disseminates practical, useful, operationally oriented materials and documents dealing with the most current issues and innovations in the field of corrections. A function of the Information Center is the maintenance and operation of the Robert J. Kutak Memorial Library - the entity that houses all of NIC's publications. The NIC web site helps transmit and serves as central point of access for the public as well as local, state, and other external jurisdictions served by NIC.

1 NIC'S WEB SITE:

National Institute of Corrections' Internet (www.nicic.gov), was built in 1998 to introduce the services that NIC provides and for easier access to the NIC's library, its services and projects.

- A. ~~INPUT: Documents originating from the NIC Library system among other database sources. Non-database input consists of PDF, DOC, and/or Flash digital video files use to provide information about NIC's training, services, projects, news, publications, reports, instructions, procedures, and news summaries among a variety of materials and information of public interest that meets the mission and scope of the agency.~~

~~Disposition: Temporary. Destroy when no longer needed for reference purposes.~~

- B. OUTPUT: Streaming digital video, audio, and/or presentation/training content

Documents, lessons, and course or project documents in PDF, HTML, or other digital format. Reports consisting of search results, inventory lists, or other site content catalogue-related research materials. Summary statistical reports concerning user trend analysis, system response time tracking, and system optimization analysis

Disposition Temporary. Destroy when no longer needed for reference purposes

- C DATA Copies of electronic text (HTML/PDF), images (JPEG), digital video/audio, and fielded database information describing products, services, and customer marketing materials for public dissemination. Also includes user information extracted from a connection to the website. Details may consist of users' internet domain name, IP address, 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 information elements primarily collected for system monitoring, statistical analysis and technical improvements to the site

Disposition Temporary Destroy when superceded, obsolete, or when no longer needed for reference purposes.

- D. 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. Temporary Destroy when superceded or no longer needed for system support and/or programming reference purposes