

Early Release

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

BOP-All Areas (eRecords)

3 Minor Subdivision

4 Name of Person with whom to confer

OMAR HERRAN

5 Telephone (include area code)

202-514-4563**Leave Blank (NARA Use Only)**

Job Number

N1-129-09-16

Date Received

1/14/09**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

6/15/09

Archivist of the United States

*Devin Thomas***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



has been requested

Signature of Agency Representative

Title

INFORMATION MANAGEMENT OFFICER

Date (mm/dd/yyyy)

10/29/087
Item
Number

8 Description of Item and Proposed Disposition

9 GRS or
Superseded
Job Citation10 Action
taken (NARA
Use Only)**See attached.**

cRecords -Early Release Tracking System (ERTS) Draft

Authority:N1-129-08-xx	Existing Authority(ies):	Approved:
Major Subdivision: BOP-ALL	Physical Medium: Media Neutral	
Minor Sub. CPD	Location: Washington, D.C.	
Item Name: Early Release Tracking System (ERTS)		

1. Early Release Tracking System (ERTS)

Since 2003, the Early Release Tracking System (ERTS) has been used by the agency to collect and track information on inmates' early release based on the inmate's participation and completion of a drug abuse program. The system maintains data in MS Access format and provides access via a web browser interface.

A. INPUT: Inmate information such as name, register number, institution, date of enrollment, date of completion, treatment program, assessments, and evaluations among other treatment-related data.

Disposition: Temporary. Destroy after cRecord copy has been produced and verified

B. OUTPUT: Inmate progress reports and summary assessments.

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

C. DATA: Inmate drug treatment program fielded data such as: name, register number, institution, date of enrollment, date of completion, treatment program, assessments, and evaluations among other treatment-related data.

Disposition: Temporary. Delete 7 years after release or when no longer needed for reference purposes, whichever is later.