

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 101-129-09-17	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED 1/14/2009	
2. MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Mailfast (SEE ATTACHED)			
4. NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254	DATE 5/4/09	ARCHIVIST OF THE UNITED STATES Adrian C. 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10/31/09	SIGNATURE OF AGENCY REPRESENTATIVE Omar Herran	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 GRS OR SUPERSEDED JOB CITATION	10.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 - Mailfast System 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: Mailfast System		

1. Mailfast System

Inmate mail distribution operations in federal correctional facilities include the daily monitoring of incoming and outgoing inmate correspondence. Although paper records are still used to verify a source and destination information, the agency has currently deployed a mail verification system (Mailfast) to assist staff with the processing of inmate mail.

The Mailfast System is a browse-based nationwide application designed to track and maintain the inmates' approved list of correspondence parties over time.

A. INPUT: Real time lookup data from Sentry (N1-129-0) along with manual input consisting of names and address information pertaining to individuals (inmates and general public) approved for correspondence privileges with a specific inmate.

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

B. OUTPUT: Inmate location reports and approve list reports

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

C. DATA: Correspondence privileges data such as name address and related data of entry for individuals approved to correspond with a particular inmate.

Disposition: Temporary. Delete 30 years after creation or when no longer needed for reference purposes, whichever is later