

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>N1-12909-22</i>	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <i>4/22/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>LIT-CM</i> (SEE ATTACHED)			
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5. TELEPHONE (202) 514 - 2254	DATE <i>4-18-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Shover</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>4/22/09</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 GRS OR SUPERSEDED JOB CITATION	10.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 - Litigation Support Content Management System (LIT-CM)

Authority:N1-129-09-xx	Existing Authority(ies):	Approved
Major Subdivision: BOP-ALL	Physical Medium: Media Neutral	
Minor Sub: OGC	Location: Washington, D C.	
Item Name: Litigation Support Content Mtg. System (LIT-CM)		

GENERAL COUNSEL'S MISSION AND LITIGATION COMPONENT'S SCOPE

The General Counsel's mission is to provide effective legal advice, assistance, and representation to officials of the Federal Bureau of Prisons and Federal Prison Industries. The Litigation component defends the BOP and its staff in litigation filed in the District of Columbia and litigation with a national impact on BOP programs and policy, as well as overseeing the inmate administrative remedy and administrative tort claims programs. Litigation cases covers a variety of issues such as constitutional challenges, medical malpractice, injunctive relief, and appellate practice. Like litigation, administrative cases cover a similar set of issues.

1. LITIGATION SUPPORT CONTENT MANAGEMENT SYSTEM (LIT-CM)

Initially deployed in 2007, the LIT-CM system provides document management and case tracking capabilities for litigation-related documentation and related information. The LIT-CM application operates on an IBM mainframe running a DB2 RDBM software.

A. INPUT: Include paper and digital materials such as court orders, copies of emails, attorney notes, pleading documents, discovery materials, case correspondence, copies of pictures, video and/or audio materials as part of the complete record of a case.

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

B. OUTPUT: Status reports, tracking report, and printout of litigation documents.

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

C. DATA: Digital content including PDF, word processing files, video, still images, audio files in a variety of electronic formats, and associated metadata and indexes.

(1) All litigation content except content containing legal briefs and litigation reports.

Disposition: Temporary. Delete 12 years after close of case.

(2) Legal briefs and litigation report content

Disposition: Temporary. Delete 20 years after entry or when no longer needed for reference purposes, whichever is later.