

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 NI-12909-29	DATE RECEIVED 9/11/09
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION CENTRAL OFFICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION (SEE ATTACHED)		DATE 8/5/11	ARCHIVIST OF THE UNITED STATES WITHDRAWN
4 NAME OF PERSON WITH WHOM TO CONFER OMAR HERRAN	5 TELEPHONE (202) 514 - 2254		

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 4 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, or has been requested.

DATE 9/3/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(SEE ATTACHED) M-Plus GW Archive		

eRecords - BOP's Email System and M-Plus Email Archive System (Draft)

Authority N1-129-08-xx	Existing Authority(ies)	Approved
Major Subdivision CO	Physical Medium Media Neutral	
Minor Sub IPPA/OIS	Location Central Office, Washington, D C	
Item Name M-Plus Email (GW) Archive System		

OFFICE OF INFORMATION SYSTEMS (OIS)

The Office of Information Systems ensures the provision of current, automated data and information systems for all BOP locations. Responsibilities include computer services, the agency internet and intranet sites, computer application system development, technical support, personal computer support, financial systems, and field support.

E-MAIL ERECORDS CONTENT MIGRATION AND SCHEDULING

The Federal Bureau of Prison deployed its first dedicated nationwide email application in the mid 1990s. A COTS product, Novell's GroupWise was selected and has been the Bureau's email application. In 2008, a separate COTS product was acquired to migrate email content into a separate system that facilitated better storage and access functionality, including the ability to search for and extract content from the entire collection of email user accounts. The system, M-Plus Email Archive eRecords application collects eRecords content from email and facilitates agency responses to litigation discovery requests.

- 1 **BOP's GroupWise Email System** Enterprise-wide electronic mail COTS application containing eRecords associated with generalized GRS-covered functions or program series content whose retention varies but is mostly temporary, short-term in duration

withdrawn

- A INPUT Email content including message, metadata, calendar, notes, reminders, attachments sent or received by BOP email accounts, mostly unduplicated in paper, pertaining to a GRS or temporary program series

Disposition Temporary Transfer eRecords content to the M-Plus Email 7 days after user transmission Delete/Destroy 60 days after transfer verification {90-day retention by GRS 23, item 7}

~~B. OUTPUT Printouts and reports such as calendar information, meeting/appointment sheets, or email message content~~

~~Disposition Temporary Destroy when no longer needed for reference purposes (GRS 20, item 5, item 6)~~

~~C DATA Email content including message, metadata, calendar, notes, reminders, and attachments sent or received by BOP email accounts, mostly unduplicated in paper, pertaining to a GRS or temporary program series~~

~~Disposition Temporary Transfer eRecords content to the M-Plus Email 7 days after user transmission Delete/Destroy 60 days after transfer verification (GRS 20, item 14)~~

~~D SYSTEM DOCUMENTATION System administration guide, system policy documentation, technical information (including information and file layouts), 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, whichever is later (GRS 20, item 11a(1))~~

2 **M-Plus Email Archive eRecords System** eRecords content extracted from the agency's *withdrawn* email application, including email content and associated metadata.

~~A INPUT Periodic cyclical data extractions from the agency's enterprise-wide email computer application (Novell's GroupWise)~~

~~Disposition Temporary Delete/destroy source input after verification (GRS 20 item 3a, item 3b)~~

~~B OUTPUT Content reproduction, reports, query results, and other forms of data filtering, or extraction of content records and associated metadata~~

~~Disposition Temporary Delete/destroy when no longer needed for reference purposes (GRS 20 item 5, item 6)~~

C DATA Email content including message, metadata, calendar, notes, reminders, and attachments sent or received by a BOP email account, mostly unduplicated in paper, pertaining to a GRS or program series such as N1-129-00-04, N1-129-00-02, and N1-129-07-02 among others

- (1) Permanent Series-related Email Content Unduplicated eRecords content directly related to an existing permanent program series such as the Central Office directive management email content on national policy formulation and clearance

Disposition Permanent Transfer content to paper and/or applicable record keeping system Destroy/delete electronic content after transfer verification (GRS 20, item 14)

- (2) BOP Director-related Message content and metadata, calendar, reminder notes, and appointments maintained for or by the agency's Chief Executive Officer

Disposition Temporary Transfer to applicable record keeping system (such as N1-129-90-01 and/or N1-129-99-01) Destroy/delete electronic content after transfer verification (GRS 20 item 14)

- (3) Long-term Temporary Content Unduplicated content related a GRS series or a temporary program series with retention period greater than 7 years

Disposition Temporary Transfer content to paper or applicable record keeping system Destroy/delete electronic content after transfer verification (GRS 20 item 14)

- (4) Message content and metadata excluding those maintained for or by the agency's Chief Executive Officer or those deemed to have long-term/permanent value

Disposition Temporary Delete/destroy 7 years after creation (GRS 20 item 3b(1), item 14)
{7-year default longest term for multiple authorities under this element}

- (5) Calendar data, reminder notes, and appointment eRecords duplicate of an individual's paper calendar system, and excluding those maintained for or by the Chief Executive Officer

Disposition Temporary Destroy or delete when 2 years old (GRS 23 item 5)

~~D SYSTEM DOCUMENTATION System administration guide, system policy documentation, technical information (including information and file layouts), 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, whichever is later (GRS 20, item 11a(1))~~