

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-129-09-30	DATE RECEIVED 9/11/09
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION CENTRAL OFFICE - BOP ALL		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 8/5/11	ARCHIVIST OF THE UNITED STATES <del>WITHDRAWN</del>
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 <u>  1  </u> 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 9/3/09	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION (SEE ATTACHED) CPD Rosters	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

**eRecords - CPD Roster Program (Final)**

Authority N1-129-09-xx	Existing Authority(ies)	Approved
Major Sub BOP-ALL	Physical Medium Media Neutral	
Minor Sub Correctional Services	Location BOP-ALL	
Item Name CPD Roster Program		

**Federal Bureau of Prisons: Record Group 129**

Background

Within the Correctional Programs Division(CPD), the Correctional Services Branch is responsible for planning, documenting, monitoring, providing guidance, and assistance, to other federal law enforcement agencies, Central Office, Regional Office, and institutions for issues relating to security, intelligence, emergency preparedness, and training. This branch uses the CPD Roster Program to create and manage Correctional Services staffing assignments, including daily and quarterly rosters, quarterly preference requests, quarterly posts, overtime management, assignment cards, and compliment analysis. The system consists of a client-based application (MS-Access RDBMS) used to create and print staff assignments and log sheets at each facility. It is a unique application because the output (paper) constitutes the actual Record Copy. The CPD Roster application has been operational since 1999.

**1. CPD Roster Program - DATA** - This eRecord system consists of a file-sharing client application, written in Microsoft Access RDBMS to create and manage staffing assignments. The information stored consist of fielded data such as employee name, post assignment, date/time of duty, and staff preference information among other roster/assignment-related information. It is a unique application because the output (paper) constitutes the actual Record Copy.

*withdrawn*

**Disposition.** Temporary Delete/Destroy when no longer needed for reference purposes

[2009-09-02 Operational Update Note Output for Item 1 is covered by N1-129-94-01 Input can be deleted when successfully entered (Input-GRS 20)]