

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <u>N1-129-09-31</u>	
1 FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS		DATE RECEIVED <u>9/11/09</u>	
2 MAJOR SUBDIVISION CENTRAL OFFICE <u>BUPALL</u>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	
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>3</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="checked" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.		DATE <u>3 Aug 11</u>	
SIGNATURE OF AGENCY REPRESENTATIVE <u>Omar Herran</u>		ARCHIVIST OF THE UNITED STATES <u>[Signature]</u>	
DATE <u>9/3/09</u>		TITLE CHIEF, INFORMATION MANAGEMENT OFFICE	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION (SEE ATTACHED) <u>CPD FLTS / Tru-Intel</u>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

eRecords - Foreign Language Translation Support (Draft - FLTS and TRU-Intel)

Authority N1-129-09-XX	Existing Authority(ies)	Approved
Major Subdivision BOP-ALL	Physical Medium Media Neutral	
Minor Sub CPD	Location CTU (WV) and Washington, D C	
Item Name: Foreign Language Translation Support (FLTS & TRU-Intel)		

Background The Bureau recently reorganized its correctional intelligence operations consolidating several offices and establishing the Intelligence and Counter Terrorism Branch (ICTB) within the Correctional Programs Division (CPD). ICTB's mission is to effectively meet the challenges of monitoring and analyzing an increasing amount of intelligence data related to security threat groups and inmates linked to terrorism. The reorganization was prompted by the changing nature of the terrorist threat and the need for fluid, well-coordinated gang intelligence practices. Within ICTB, the Counter Terrorism Unit (CTU) identifies and validates the terrorist offenders in custody, provides translation and transcription services, monitors and analyzes the terrorist offender's communications, producing intelligence products which enable staff to make informed decisions. CTU operates and is responsible for the data collected by the FLTS and the future modular deployment within the TRU-Intel system, a system development effort coordinated by the Administration Division, Trust Fund Branch.

- 1. Foreign Language Translation Support (FLTS)** - The Counter Terrorism Unit's spreadsheet application consisting of entry log information, formulas, and reporting macros which permit the collection and reporting of translation language service requests between the unit, internal translation resources, and/or commercial vendors providing translation related services. Information collected include but is not limited to inmate name, register number, nationality, language used, institution, inmate threat group association, and investigational concerns among other inmate-related information. The system also includes service-related information such as date of entry, date of translation request, date of acceptance of service, BOP or commercial translation service provider, and general comments on specific service rendered. The FLTS serves as a service tracking tool for original information materials consisting of audio, video, handwritten, typed inmate communication materials collected in a variety of formats (paper, photographs, film, digital audio, digital video, electronic text, PDF, etc.)

A Input

- (1) Original inmate English and/or foreign language communication materials obtained in a variety of formats (paper, photographs, film, digital audio, digital video, electronic text, PDF, Etc.)

Disposition Temporary Destroy/Delete 10 years after translation service completion date

CRS
20 2

- (2) Spreadsheet file used to track language translation service request from origination to final delivery of service

Disposition Destroy/Delete 10 years after a translation service completion date

GKS
20 2

B Data

- (1) Original inmate English and/or foreign language communication materials obtained in a variety of formats (paper, photographs, film, digital audio, digital video, electronic text, PDF, Etc)

Disposition Temporary Destroy/Delete 10 years after translation service completion date

- (2) Spreadsheet file used to track language translation service request from origination to final delivery of service

Disposition Destroy/Delete 10 years after translation service completion date

C Output ~~Status Reports~~ consisting of printouts and PDF reports listing the location and status of depending translation jobs

Disposition Temporary Destroy when no longer needed for reference purposes

GKS
20.5

~~2 TRU-Intel's CTU Module - Network/browser-based application designed to track translation service requests, to store original translation information materials consisting of audio, video, handwritten, typed inmate communication materials collected in a variety of formats (paper, photographs, film, digital audio, digital video, electronic text, PDF, etc)~~

~~A Input Data entry information used to track translation service requests from origination to date of service completion (such as inmate name, register number, nationality, inmate native language, institution/location information, inmate threat group association, investigation concern/comments, date of translation request, date of acceptance of service, BOP or commercial translation service provider, and general comments on specific service rendered). Also include copies of source translation information materials consisting of digital audio, video, scanned images, electronic text, and PDF among other formats~~

- ~~(1) Paper copies of inmate source materials such as copies of hand written letters, typed correspondence, text in email communications, or other paper based input.~~

~~Disposition Temporary Destroy/Delete 45 days after digital conversion and upload verification into the TRU-Intel system~~

~~withdrawn~~

- (2) Uploads of digital documents (emails, word processing, PDF files) and/or multimedia digital information (images, audio, video, Et)

Disposition Temporary Destroy/Delete 45 days after verification into the TRU- Intel system *Withdrawn*

- B Data Fielded information used to track translation service requests from origination to date of service completion (such as inmate name, register number, nationality, inmate native language, institution/location information, inmate threat group association, investigation concern/comments, date of translation request, date of acceptance of service, BOP or commercial translation service provider, and general comments on specific service rendered) Also include copies of source translation information materials consisting of digital audio, video, scanned images, electronic text, and PDF among other formats

Disposition Temporary Destroy/Delete 10 years after translation service completion date *Withdrawn*

- C Output Status Reports consisting of printouts and PDF reports listing the location and status of pending translation jobs Electronic copies of inmate source materials and/or its associated translation service product *Withdrawn*

Disposition Temporary Destroy when no longer needed for reference purposes

3. Legacy Inmate Source Materials - Inmate source materials and associated translation product not migrated from FLTS to TRU-INTEL

Disposition Temporary Destroy/Delete 10 years after translation service completion date *Withdrawn*