Sallyport Intranet

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS	
2 MAJOR SUBDIVISION CENTRAL OFFICE	
3 MINOR SUBDIVISION (SEE ATTACHED)	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
OMAR HERRAN	(202) 514 - 2254

LEAVE BLANK (NARA use only)

JOB NUMBER
U1- 129-09 -36

DATE RECEIVED
9/28/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE	ARCHIVIST OF THE UNITED STATES
07 Jul 200	

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,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9/15/09	Omar Herran	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

eRecord - BOP's Intranet (http://sallyport.bop.gov/)

Authority: N1-129-09-xx	Existing Authority(ies):	Approved: Pending
Major Subdivision: BOP ALL	Physical Medium: Media Neutral	Dated:
Minor Sub: CO/IPPA Division	Location: Central Office (Washington, D.C.)	
Item Name: Sallyport Intranet	http://sallyport.bop.gov/	

BOP Intranet Background

The Bureau of Prisons' (BOP) Intranet presence started in the 1990s with individual BOP sites using internal IP addresses to setup content servers. In 1998, BOP's Central Office deployed BOPDOCS On-line Services Intranet. This system allowed Central Office divisions the ability to disseminate reference files, directories, newsletter, memoranda, and other disciplinary material for agency-wide use. The system was also used to post BOP policy-related files, forms, translations, and external publications such as the HRCD, FAR, and USC among others. By 2001, a new system, Sallyport, provided all BOP components, Central Office, Regions, training centers, CCMs, and institutions with the ability to publish and maintain content. BOPDOCS On-line Services as well as other systems and content were moved to Sallyport, which became the official BOP Intranet resource.

The Information, Policy and Public Affairs Division (IPPA) is responsible for administering Sallyport and overseeing both its information technology infrastructure and its general guidelines for content publishing. Content, however, is the responsibility of each publishing entity within BOP. Information includes electronic text, images, video, audio, and/or fielded information. In most cases, the data is a duplicate of a paper record and/or a digital versions that resides in another system. However, some data are published and resides solely on this system.

1 **BOP's Intranet (Sallyport) - DATA:** An internal centrally-operated electronic depository of reference information (fielded data, word processing and PDF files, Java/PHP program files, images, video files, etc.) published independently by multiple BOP sites and disciplines.

   A Copies of newsletters and/or memoranda describing programs or operations, including new initiatives, updates, changes in discipline practices, announcements of new procedures or other factors directly related to the agency mission and its programs. The original/record copies of these files reside elsewhere.

   Disposition Temporary. Destroy when superceded, obsolete, or no longer needed for reference purposes.

B. Original discipline-based newsletters, not covered under an existing retention authority. These describe programs or operations, including new initiatives, updates, changes in discipline practices, announcements of new procedures or other factors directly related to the agency mission and its programs. These, however, are NOT available in paper form or in another electronic storage system.

Disposition   Temporary. Destroy/delete when 3 years old or when no longer needed for reference purposes, whichever is later.

[2010-07-01 **Operational Update Note**: The Intranet can not be used to maintain converted paper-based Local Institution Policy Supplement files <u>as the official record</u>. Paper records cannot be destroyed. These paper records must be stored and submitted to NARA for permanent retention as instructed in CEO's authority 2000-03 (aka N1-129-00-03, Item# 4).

2010-07-01 **Operational Update Note**: The Intranet can not be used to maintain official major agency-wide reports, memoranda, and documentation describing discipline or program reorganization such as program announcements from the Director's Office or an Assistant Director, REDMAP, Forward-Thinking Reports, and/or new program implementation or information that which affects the entire agency, its mission, program practices, and which is NOT available in paper form or in another electronic storage system. The official records for these files are the paper source materials. Paper records cannot be destroyed. These paper records must be stored and submitted to NARA for permanent retention as instructed in authority 1999-12 (aka N1-129-99-12, Item# 7).

2010-07-01 **Operational Update Note**: Historical information content collected over time that which describes the construction or opening of a local facility, the implementation of a significant local program, local participation in joint community events, employee programs and activities, and/or public recognition events attracting local/regional/national media attention, must be retained separately from the Intranet and referenced to the Information Management Office for review and consideration.

2010-07001 **Operational Update Note**: Input for items 1A and 1E are covered by GRS and can be deleted when successfully entered (Input-GRS 20). Output for items 1A through 1E may be deleted/destroy when no longer needed for reference purposes (Output-GRS 20/24).]