

**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  
 OMAR HERRAN

5. TELEPHONE  
 (202) 514 - 2254

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-129-05-6

DATE RECEIVED  
 3/11/05

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
 3/10/05

ARCHIVIST OF THE UNITED STATES  
 Alle Weinstein

**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 3/10/05	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

*cc Agency, NR, NARA NWETA*

**CO: Industries, Education and Vocational Training Division UNICOR DECISION SUPPORT SYSTEM**

Authority: N1-129-05-	Item#	Approved:
Major Sub. BOP/CO/UNICOR	Physical Medium: Electronic	Dated:
Minor Sub: MISD	System Location: Washington, D.C.	
Item Name: Decision Support System	Secondary Location:	

**UNICOR - FEDERAL PRISONS INDUSTRIES AND EDUCATION**

UNICOR or Federal Prison Industries Inc., is a non-appropriated government corporation, operated by the Industries, Education and Vocational Training Division of the Bureau of Prisons. UNICOR's mission is to employ and provide skills training to the greatest practicable number of inmates within the Federal Bureau of Prisons, contribute to the safety and security of the nation's correctional facilities by keeping inmates constructively occupied, produce market-price quality goods for sale to the Federal Government, and operate in a self-sustaining manner, with minimal effect on private business and labor.

UNICOR employs a number of electronic systems to track and manage the development, production, marketing and sale of its products. Many of these are 'tools' rather than records systems; i.e., they facilitate or secure the transfer of financial data among BOP, Unicor and the Department of the Treasury; facilitate user access; or assist in developing code for other systems. Decision Support is one of the systems of record.

**Decision Support System (DSS).**

DSS extracts data on a daily basis from the SAP/R3 system (see N1-129-04-08), and summarizes them monthly 'buckets' for textual and graphic reports. All records are date-stamped with the fiscal year and the reports and graphs can include information from a previous fiscal year. Examples include Corporate Accounts Receivable, Actual Overhead, Backlog, Earnings, Invoiced Shipments and Inventory. All except one can be viewed at both Corporate and individual factory level.

**1. Inputs.**

Electronic extracts from the SAP/R3 system.

*Disposition: Temporary.* Delete when 3 years old or no longer needed for reference or operations, whichever is later.

**2. Outputs.**

Graphic and textual analyses of selected business processes.

*Disposition: Temporary.* Destroy when 3 years old or no longer needed for reference or operations, whichever is later.

### **3. Data.**

Modified extracts from R3.

*Disposition: Temporary.* Delete when 3 years old or no longer needed for reference or operations, whichever is later.

### **4. Documentation.**

*Disposition: Temporary.* Destroy when superseded or no longer needed for reference or operations, whichever is later.

### **5. Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-4 above.**

*Disposition: Temporary.* Destroy/delete within 180 days after the record-keeping copy has been produced. Longer retention is authorized.