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 N1-129-09-2/

DATE RECEIVED 4/22/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
8/28/09	Adrienne Thomas

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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/22/09	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 GRS OR SUPERSEDED JOB CITATION	10.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

eRecords - Commercial Law Branch Content Management System (CLB-CM)

Authority N1-129-09-xx	Existing Authority(ies).	Approved·
Major Subdivision BOP-ALL	Physical Medium: Media Neutral	
Minor Sub: OGC	Location Washington, D.C.	
Item Name Commercial Law Branch Content Mtg. System		

GENERAL COUNSEL'S MISSION AND COMMERCIAL LAW COMPONENT'S SCOPE

The General Counsel's mission is to provide effective legal advice, assistance, and representation to officials of the Federal Bureau of Prisons and Federal Prison Industries.

The Commercial Law Branch ("CLB") represents the Federal Bureau of Prisons in all litigation involving BOP acquisitions and financial operations It represents the agency in lawsuits protesting the award of contracts and in contract disputes seeking monetary damages The branch also represents the BOP in other acquisition related litigation, including civil fraud claims, bankruptcies, and intellectual property matters.

CLB also provides legal advice and assistance Federal Prison Industries (also known as UNICOR), and the National Institute of Corrections. To these entities, CLB provides legal advice in such areas of law as Government contracts, privatization, other contract agreements (including inter-governmental and inter-agency agreements), appropriations and intellectual property. This usually involves reviewing proposed actions to ensure compliance with laws and regulations, as well as interpreting laws and regulations and providing advice on alternatives to achieve desired objectives

1. Commercial Law Content Management (CLB--CM)

Initially deployed in 2007, the CLB-CM system provides document management and case tracking capabilities for CLB-related documentation and related information. The CLB-CM application operates on an IBM mainframe running a DB2 RDBM software.

A. INPUT: Include paper and digital materials such as court orders, copies of emails, attorney notes, pleading documents, discovery materials, case correspondence, copies of pictures, video and/or audio materials as part of the complete record of a case.

GRS 20.2(b)

Disposition· Temporary Destroy after eRecord copy has been produced and verified.

B. OUTPUT: Status reports, tracking report, and printout of CLB documents

GRS 20

Disposition: Temporary. Destroy when no longer needed for reference purposes.

C. DATA: Digital content including PDF, word processing files, video, still images, audio files in a variety of electronic formats, and associated metadata and indexes.

(1) All content except content containing legal briefs and litigation reports

Disposition: Temporary. Delete 12 years after close of case.

(2) Legal briefs and litigation report content

Disposition Temporary. Delete 20 years after entry or when no longer needed for reference purposes, whichever is later.

2. Jurisdiction File

The branch is responsible for determining whether the federal government will have exclusive jurisdiction over an institution (i.e., only federal laws shall apply), or whether jurisdiction will be shared between federal and state governments. Files consist of memoranda on individual institutions, plus memoranda and background information on the laws of various states.

Disposition: Temporary. Destroy 5 years after close of institution.

3. Subject Files

Background material accumulated on topics of continuing interest to staff members Documentation includes correspondence, memoranda, legal publications, reports, journal articles, and publications from other agencies. Topics include alternative dispute resolution, drug abuse act, Lorton takeover, new employee orientation, and GAO rules and regulations.

A. BOP-authored materials

Disposition: Temporary. Destroy when 5 years old or when no longer needed for reference, whichever is later

B. External Publications

Disposition: Temporary. Destroy when no longer needed for reference purposes