

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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

1 FROM (Agency or establishment)  
 Department of Justice

2. MAJOR SUBDIVISION  
 Justice Management Division, Systems Technology Staff

3. MINOR SUBDIVISION  
 Joint Automated Booking System Program Mgt Office

4 NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
*Brian E. McGrath, Program Manager* 202-307-2155

LEAVE BLANK (NARA use only)

JOB NUMBER *71-60-00-11*

DATE RECEIVED *9-8-2000*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *7-17-01* ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

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 1 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<br><i>8-25-00</i> | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Bernard W Berglund</i><br>Bernard W Berglund | TITLE<br>Records Officer |
|------------------------|---|--------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
|             | <p><b><u>Joint Automated Booking System (JABS)</u></b></p> <p>The Joint Automated Booking System (JABS) performs three major functions (1) facilitates rapid identification of individuals under arrest or detention through automation of the booking process and an interface with the Federal Bureau of Investigation (FBI) fingerprint identification system, (2) minimizes duplication of data entry by multiple law enforcement agencies during the booking process, and, (3) promotes data sharing of arrest records among JABS participants and other interested parties JABS will provide a rapid conduit to the FBI for offender identification and a current, nationwide reference for criminal offenders, arrests, cases and related data to aid in criminal investigations and prosecutions</p> <p>The main information technology of the nationwide JABS is relevant to the SENTRY system in the Bureau of Prisons, the Firebird Booking Service (FBS) in the Drug Enforcement Administration, the FBI's Integrated Automated Fingerprint Identification System (IAFIS) and Interim Distributed Imaging System (IDIS), the ENFORCE case tracking and booking system</p> <p><i>cc: Agency, nwrme S/H/01</i></p> |                                   |                                  |

## Joint Automated Booking System (JABS)

in the Immigration and Naturalization Service; and the Prisoner Tracking System (PTS) and the Warrant Information Network (WIN) in the U.S. Marshall Service.

JABS records consist of text and image data that is generated as a part of a booking package. The text data consists of data fields that have been mutually agreed upon by the JABS Board of Directors. The image data consists of fingerprints and associated mug shots (with optional other images as needed). The data is sent to the JABS central repository via an email format that is processed (disassembled, parsed, saved locally), then a subset of data is forwarded to IAFIS. Once resident in the JABS internal Oracle database, the record is available for query by any authenticated JABS user via a web browser. IAFIS checks for matches of the fingerprints against its database and either returns a rap sheet with prior arrest data or assigns an FBI number. That information is returned to JABS and then forwarded to the originated booking party.

The query portion of the JABS system is designed to support prior arrest queries relevant to pending short and long-term inquiries by a variety of law enforcement agents and organizations. The data is therefore valuable to law enforcement investigations over a long period of time.

### Disposition

#### 1. Inputs

Data is entered directly through the JABS component systems (SENTRY, Firebird Booking System, ENFORCE, the Prisoner Tracking System, and the Warrant Information Network).

A booking package is submitted to JABS attached to an e-mail message. This attached file contains fingerprints, mug shots, biographical data and additional information on associates and vehicles. The attachment is stripped off of the message and is parsed and the data is loaded into the JABS database.

Temporary: Delete email message upon verification of data in JABS database.

#### 2. Master file

Permanent: Transfer to the National Archives and Records Administration (NARA) on magnetic tape at the end of the calendar year when the records indicate that the individual has reached 99 years of age or 7 years have elapsed since the notification of the individual's death. Verification of death is established by comparison of the deceased individual's fingerprints with the fingerprints in the record. At the time of transfer, NARA and the Department of Justice will determine the medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer electronic records electronically in accordance with the standards for permanent records contained in 36 CFR 1228.188. If transfer of electronic records in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform that meets the standards contained in 36 CFR 1230.14.

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Note: The long range importance of these records to the Department of Justice means that the Department of Justice plans to migrate all JABS data as technologies evolve.

### 3. System Documentation

System specifications, file specifications, codebooks, records layouts, and user handbook relating to data. The record layouts and codes must match the copy of data transferred.

Permanent: Transfer all documentation of the development, establishment, and modifications of the Joint Automated Booking System to the National Archives and Records Administration with the master file.

### 4. Outputs

Currently the only outputs from JABS are the email packages of JABS records sent to IAFIS to query whether an individual's fingerprints are on file with the FBI and sent to other component systems as the system is modified and/or queried. As with the input messages from JABS component systems, once the email is transmitted, JABS data is stripped from the email and entered into the JABS database.

Scheduled under component systems in Department of Justice law enforcement agencies.