REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-129-04-7

DATE RECEIVED
8/13/2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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

DATE 7/30/04	ARCHIVIST OF THE UNITED STATES *Allen 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 6/23/04	SIGNATURE OF AGENCY REPRESENTATIVE *Omar Herran*	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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) SENTRY		

cc Agency, NR, NWMD, NWME, NWMW)

Authority:	Item#	Approved:
Major Sub. CO	Physical Medium: Electronic	Dated
Minor Sub: IPPA	System Location: Washington, D.C.	
Item Name: **SENTRY System**	Justice Data Center, Dallas, Texas	

FBOP - Information, Policy, and Public Affairs Division (IPPA)

The Information, Policy, and Public Affairs Division is responsible for managing the Bureau's information resources (including SENTRY, wide-area networks, intranet, and internet), research and evaluation, security technology, public affairs, legislative affairs, and policy management programs.

1. SENTRY SYSTEM:

For the last 24 years the Federal Bureau of Prisons has relied on the SENTRY System as its mission-critical mainframe-based computer resource to track the system-wide movement of inmates. SENTRY's other inmate management areas include: sentence computations, work assignments, program assignments, institution designation, administrative (legal) remedies, discipline, sensitive medical records data, financial responsibility data, and the inmate's participation in educational programs.

The system runs on computer network controllers in Washington, D.C., which provide access to the mainframe computer center at the Justice Data Center in Dallas, Texas. The system supports about 20,000 users and can process 1,000,000 inmate-related agency transactions per day. The system comprises of about 700 computer programs written in COBOL for an IBM MVS/OS390 environment. SENTRY information is stored in an Integrated Data Management System (IDMS), a non-relational database management system. SENTRY is also a DOJ-certified and accredited system. It was certified as compliant with the Computer Security Act of 1987 by representatives from the Information Management and Security Staff of the Justice Management Division. SENTRY applications are Year 2000-compliant.

A - Input:

Inmate-related information collected from forms, reference sheets, federal court and/or state court judgement and commitment information, interviews with inmates, BOP staff notes, reports, investigations, inmate evaluations and test results covering medical, educational, disciplinary, sentence, employment, and movement tracking of inmates among other relevant inmate information gathered in the course running correctional programs and custody operations. SENTRY also includes data from surveys of property and cost inventories of equipment and resources acquired in support of the agency's correctional mission.

(1) SENTRY input materials not filed in a completed Inmate Central File
TEMPORARY. Destroy when no longer needed for reference purposes.

(2) SENTRY input materials filed in a completed Inmate Central File
See: NC1-129-77-11

B - Output:

Inmate medical reports, appointments, test results, medical history, general patient sheets; inmate's education current report, class assignment, education history, test score information reports, GED score information; inmate discipline reports, incident and sanctions reports, case notices, and history of discipline, schedules of daily movement and assignment of inmates (callouts) reports; inmate financial responsibility contracts, debt collection reports, outstanding obligation reports; sentence calculation reports; property inventory reports and survey sheets used to track agency property, property cost totals report, property depreciation cost reports, among other property accounting reports.

(1) SENTRY output reports materials not filed in a completed Inmate Central File
   TEMPORARY. Destroy when no longer needed for reference purposes.

(2) SENTRY output report materials filed in a completed Inmate Central File
   See: NC1-129-77-11

C - Data:

Inmate identifier information such as Inmate Register number, FBI number, name, Social Security number; inmate sentence information convictions, judgements, dates, time credits; medical history, tests, codifications, illness and diagnosis classifications; discipline commentaries, hearings, dates, sanction descriptions, disciplinary rules; inmate offense types, length of sentence, period of supervision, release date; work assignment locations, callout locations, purposes, cases pending, closures, remedy assignments, investigation descriptions, facility locations, financial obligation costs, inmate earnings, assessments, financial transactions; educational programs, courses, test names, and test scores among other fielded information storing inmate information collected in the process of that inmate's participation, conduct, and interaction with prison programs and correctional operations.

PERMANENT. Transfer records to NARA 60 years after record creation in SENTRY or when records are no longer needed for agency use and purposes, whichever is later.

D - System Documentation:

(1) SENTRY User's technical information and instructional documentation demonstrating the use of SENTRY to perform medical, disciplinary, correctional services, legal administrative remedy, financial, sentence monitoring, inmate education, and property management functions.

(2) SENTRY Programmer's documentation including data dictionary, programming source code, job control language documentation, and IDMS documentation among other system development and software maintenance notations.

PERMANENT: Transfer all system documentation necessary for using and interpreting SENTRY with permanently valuable data to the National Archives and Records Administration.