REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-129-05-11*

DATE RECEIVED *3/11/05*

1. FROM (Agency or establishment)

FEDERAL BUREAU OF PRISONS

2. MAJOR SUBDIVISION

FEDERAL CORRECTIONAL FACILITIES */Agency-wide*

3. MINOR SUBDIVISION

(SEE ATTACHED)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

OMAR HERRAN

5. TELEPHONE

(202) 514 - 2254

DATE *6/5/06*

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 3/11/05

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 GRS OR SUPERSEDED JOB CITATION	10.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)		

cc (agency) NWMD, NWME, NWMW

INST/CO Correctional Programs Division - Psychology Services PDS eRecord System

Authority: **N1-129-05- *II***	Item#	Approved:
Major Sub. BOP/CPD	Physical Media: Electronic and Paper	Dated:
Minor Sub: Psychology Branch	System Location: Bureau-wide (Institutions/Central Office)	
Item Name: **Psychology Data System (PDS)**		

PDS is a Bureau-wide system documenting all psychological services delivered to inmates. In addition to standard categories such as name, number and date, there are sets of fields for mental health history and treatment, mental status, history of addiction, diagnostic impressions and provisional diagnosis, and program/treatment recommendations and inmate interest. The bulk of the system is free-form text, entered by the attending clinician, but searching is only possible on fixed fields. PDS is read-only except for authorized clinicians, with some ancillary input at CO.

At present, the system is DOS-based and essentially independent at each institution, but is being converted to a web-based application automatically linked to SENTRY and able to communicate with it in real time. The new system is written in Java, and will be stored in DB2's data format.

1.   DOS-based PDS.
a. Input. Information gathered from notes, forms, test scores and other documentation entered into PDS.
> **Disposition:** Temporary. Destroy after verification or when no longer needed for reference purposes, whichever is later.

b. Output. Recurring and one-time reports.
> **Disposition:** Temporary. Destroy when no longer needed for reference purposes.

c. Data.
> **Disposition:** Temporary. Delete 6 months after transfer into successor system and verification. Longer retention is authorized.

d. System documentation.
> **Disposition:** Temporary. Destroy when superceded or 6 months after transfer into successor system and verification.

2.　　Web-based PDS.

a. Input. Notes, forms, test scores and other documentation entered into PDS.
>　**Disposition:** Temporary.　Destroy after verification.　or when no longer needed for reference purposes, whichever is later.

b. Output. Recurring and one-time reports.
>　**Disposition:**　Temporary. Destroy when no longer needed for reference purposes.

c. Data.

~~(1) Public-Use Data Set~~

>　~~**Disposition: PERMANENT.** Transfer a public-use version of the data set to NARA, in accordance with the provisions of 36 CFR 1228.270, 5 years after inmate leaves the system.~~

>　(2) Restricted Full Version Data Set
>　**Disposition:** PERMANENT. Transfer a complete version of the data in accordance with the provisions of 36 CFR 1228.270, ~~30 years after the inmate leave the system.~~ *in 5 year increments 8 years f++ the record creation*

d.　System documentation.　Supporting material such as code books, record layouts, data dictionaries and source codes.
>　**Disposition:**　PERMANENT.　Transfer contemporary version with the data set, in accordance with the provisions noted in 2.c.

3.　　Electronic Version of Records Created by the Electronic Mail and Word Processing Applications for items 1-2 of the Psychology Data System schedule.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate record-keeping copies of the material covered by the items listed above. Also included are electronic copies of records created on electronic mail and word processing system that are maintained for updating, revision, or dissemination.

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