

Tel - Rad

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-1290913

DATE RECEIVED
10/31/08

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
2/6/09

ARCHIVIST OF THE UNITED STATES
Adriana 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,

is not required; is attached; or has been requested.

DATE
10/31/08

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 GRS OR SUPERSEDED JOB CITATION	10.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)		

eRecords - TeleRadiology System (Draft)

Authority: N1-129-09-xx	Existing Authority(ies):	Approved:
Major Subdivision: CO	Physical Medium: Media Neutral	
Minor Sub: HSD	Location: Central Office, Washington, D.C.	
Item Name: TeleRad System		

HEALTH SERVICES DIVISION (HSD)

The Health Services Division has three primary missions relating to its concerns and responsibilities in medical care, safety and environmental health, and food services:

- 1- To deliver medically necessary health care to inmates effectively in accordance with proven standards of care without compromising public safety concerns inherent to the BOP's overall mission.
- 2- To provide a safe and healthful environment in which staff and inmates can work and live.
- 3- To provide healthy, nutritionally-sound, and appetizing meals that meet the needs of the general population and those at nutritional risk.

Within these mission objectives, the Health Services Branch focuses on the first mission objective and is responsible for the Bureau's TeleRadiology system.

1. TELERADIOLOGY SYSTEM (TeleRad)

The TeleRad System is a web-based database application used to capture and store inmate X-rays and X-ray reports. BOP sites use TeleRad to take digital X-rays of inmate patients using digital equipment. The X-ray captured is submitted to a Central BOP server (MEDWEB) that forwards it to the University of Maryland to perform the reading and analysis of the X-ray. The University of Maryland creates an X-ray report and forwards it to the Central BOP server, where it is paired with the X-ray image it references. TeleRadiology uses two servers: one to store current data being processed and the second to store non-active archived data.

A. INPUT

- ~~(1) Electronic X-ray images containing the inmate's name, register number, type of examination, date, referring physician or facility, and analysis reports containing textual interpretations of the associated X-ray images. Both X-ray images and reports are in DICOMH07 format.~~

Disposition. ~~Temporary~~. Transfer eRecords to electronic archive storage when records become inactive.

*Transfer instruction.
see email of 12/12/08.
RF*

(2) X-ray film
Disposition. Temporary. Delete/Destroy after digital conversion verification.

GRS 20

(3) Paper reports and notes associated with X-ray.
Disposition. Temporary. Delete/Destroy after digital conversion verification.

B. ~~OUTPUT~~ Paper printouts or electronic media containing copies of images and/or medical reports and related information on X-ray images.

GRS 20

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

C. DATA

(1) X-ray digital images

Disposition. Temporary. Destroy 5 years after expiration of sentence.

(2) X-ray reports and X-ray metadata including but not limited to an inmate's name, register number, sentence information, examination, date, referring physician or facility, analysis reports, and system-generated fielded information.

Disposition. Temporary. Destroy 30 years after expiration of sentence.

(3) Un-scanned X-ray film

Disposition. Temporary. Destroy 5 years after creation.