Skills Dev. ISD.S

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
N1-129-09-14

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

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

DATE
10/31/08

SIGNATURE OF AGENCY REPRESENTATIVE

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 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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)		

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA
36 CFR 1228

eRecords -Inmate Skills Development System (ISDS) Final

Authority:N1-129-08-	Existing Authority(ies):	Approved:
Major Subdivision: BOP-ALL	Physical Medium: Media Neutral	
Minor Sub: CPD	Location: Washington, D.C.	
Item Name: Inmate Skills Development System (ISDS)		

Inmate Skills Development Branch

Correctional Programs Division's Inmate Skills Development Branch coordinates efforts to implement re-entry skill development initiatives across agency divisions and provides a centralized point of liaison with external agencies to equip inmates with the necessary skills and resources to succeed upon release. This branch is responsible for the Inmate Skills Development System.

1. Inmate Skills Development System (ISDS)

Since 2006, the Inmate Skills Development System (ISDS) has been used as an automated tool (web-based using DB2 RDBMS) to coordinate agency inmate information with local/external resources. This system addresses the 9 skill areas (mental health, academic, vocational, interpersonal, wellness, character, cognitive, leisure, and daily living) determined critical to an inmate's successful return to the community. ISDS uses information from a variety of sources, to include SENTRY, other automated systems, documents, interviews, and behavioral observations.

A. INPUT: Input feeds from other systems such as Sentry and, PDS to include a variety of inmate-related information such as inmate sentence, location, work assignments, disciplinary record, education, finance, and health among others. Input also includes manual data entry solicited for inmate assessment and progress and goal recommendations. Other input consists of electronic copies of digital files such as PDF and word processing documents available in other system/areas but uploaded into the system for reference purposes. The system also contains calculated scoring data representing the inmate's overall assessment in each of the nine skill areas under consideration.

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

B. OUTPUT: Inmate Skills Development Plans containing inmate assessment data; updates to recommended progress and goals, and scoring system.

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

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C. DATA: Relational database information including digital storage of reference document information

(1) Duplicate data originating from other systems such as Sentry, PDS, and the inmate's central file (scanned copies).

Disposition: Temporary. Delete 3 years after creation or when no longer needed for reference purposes, whichever is later.

(2) Data extraction from external sources such as DOJ-JABS and community resource databases, among others.

Disposition: Temporary. Delete when superceded or when no longer needed for reference purposes.

(3) Manual data entry from inmate-based assessments, progress and goals notations, inmate skill planning information, and inmate skills development assessment scoring data.

Disposition: Temporary. Delete 30 years after expiration of sentence.