

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To. National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment)  
**FEDERAL BUREAU OF PRISONS**

2 Major Subdivision  
**BOP-All Areas (eRecords)**

3 Minor Subdivision

4 Name of Person with whom to confer  
**OMAR HERRAN**

5 Telephone (include area code)  
**202-514-4563**

Job Number  
**NI-129-09-15**

Date Received  
**1/14/09**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **6/15/09** Archivist of the United States *Shirley 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       has been requested

Signature of Agency Representative  
*Omar Herran*

Title  
**INFORMATION MANAGEMENT OFFICER**

Date (mm/dd/yyyy)  
**10/28/08**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<b>See attached.</b>		

**eRecords - BOP Electronic Medical Record (BEMR) and BEMRx System Draft**

Authority:N1-129-08-xx	Existing Authority(ies):	Approved:
Major Subdivision: BOP	Physical Medium: Media Neutral	
Minor Sub: CO/HSD	Location: Washington, D.C.	
Item Name: BOP Electronic Medical Record (BEMR) and BEMRx		

**Health Service Division**

The Division (HSD) is responsible for programs covering inmates' physical health. There are six BOP medical facilities, in addition to medical staff at each institution. The Division also oversees Bureau-wide safety and environmental health, health promotion for staff members, and the Drug Free Workplace program. The Division office where files are maintained includes two subject file series, one for the HSD Assistant Director and the other for the Medical Director.

**1. BOP Electronic Medical Record (BEMR) and BEMRx System**

The Bureau of Prisons Electronic Medical Record (BEMR) was launched in March of 2006. The goal of BEMR and BEMRx is to assist health care providers in managing patient care through electronic processes. Being able to enter and retrieve medical data quickly without depending on the availability of a paper record is only one of the highlights of BEMR.

A. INPUT: Input feeds from the Sentry(N1-129-04-07) to include inmate-related information such as inmate name, age, weight, race, and location among others. Input also includes manually keyed-in entry input to provide information for medical history and current inmate health data. Input also include attached files such as word processing and PDF containing external medical documentation, medical test and test results, medical orders, and medical prescription among other additional medical information internally and/or externally created.

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

B. OUTPUT: Inmate health reports such as basic information, medical history, lab results, medications and exam lists among others.

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

C. DATA: Inmate health file documents and images in PDF format.

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