



Department of Veterans Affairs

Records Control Schedule 10-1

August 1, 2009

Veterans Health Administration
Washington DC 20420

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VHA RECORDS CONTROL SCHEDULE 10-1

1. PURPOSE

The primary purpose of this revision is to incorporate changes to the RCS 10-1 which have been issued since the last publication date March 31, 2008. The RCS 10-1 provides retention and disposition requirements for VHA Central Office and field facilities Federal records.

2. INTRODUCTION

a. Title 44, Section 3301, of the United States (U.S.) Code defines records as “all books, papers, maps, photographs, machine-readable materials or other documentary materials, regardless of the physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies decisions, procedures, operations, or other activities of the government or because of the information value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications and of processed documents are not included. These items are referred to as nonrecord materials.

b. The Veterans Health Administration (VHA) Records Control Schedule (RCS) 10-1 is the main authority for the retention and disposition requirements of VHA records. It provides a brief description of the records, states the retention period and disposition requirements. It also provides the National Archives and Records Administration (NARA) disposition authorities or the General Records Schedule (GRS) authorities, whichever is appropriate for the records. In addition to program and services sections, the RCS 10-1 contains a General and Administrative (G&A) Section for records common to several offices and services. The G&A Section may be used by all VHA organizational components to dispose of their records.

c. The GRS provides disposal authorities for temporary administrative records common to all Federal agencies. It covers records relating to: personnel, budget and finance, procurement, information technology, and other common functions and activities of Federal agencies. Any deviation from the GRS must be authorized by NARA in accordance with 36 Code of Federal Regulations (CFR) 1228.42(B). Requests for deviations from either the RCS 10-1 or GRS retention and disposition requirements are to be submitted to the Forms, Publications and Records Management Office.

3. RECORDS MANAGEMENT RESPONSIBILITIES

a. The Central Office Forms, Publications and Records Management Office is responsible for developing policies and procedures for effective and efficient records management throughout VHA. In addition, the Office acts as the liaison between VHA and NARA on issues pertaining to records management practices and procedures.

b. Field records officers are responsible for records management activities at their facilities.

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c. Program officials are responsible for creating, maintaining, protecting, and disposing of records in their program area in accordance with NARA regulations and VA policy.

d. All VHA employees are responsible for ensuring that records are created, maintained, protected, and disposed of in accordance with NARA regulations and VA policies and procedures.

4. DISPOSITION OF RECORDS

The RCS 10-1 contains retention and disposition requirements for VHA records which have been authorized by NARA or have been assigned a GRS disposal authority. Record disposition refers to the transfer of records to a records storage facility, transfer of permanent records to the National Archives, the destruction of records, and other appropriate actions to dispose of records. Unless retrieved, records transferred to a storage facility will be destroyed after expiration of their retention requirements. However, the transferring facility will be notified prior the destruction of the records. The transferring facility will be notified by the storage facility that the records will become eligible for destruction in the near future. If the records are to be retained beyond their destruction date, the transferring facility must notify the storage facility that the records are to be retained beyond the destruction date. If the storage facility is not notified, the records will be destroyed after their retention periods have expired.

5. PERMANENT AND UNSCHEDULED RECORDS

Permanent and unscheduled records in VHA custody must be reported through the Central Office Forms, Publications and Records Management Office to NARA. Permanent (archival) records are defined as records that have been appraised by NARA to have sufficient historical value or other value to warrant permanent preservation at the National Archives. Unappraised and unscheduled records are records that have not been evaluated to determine their record retention value, i.e., retention and disposition standards. Such records are to be retained until they receive disposition authorities from NARA.

6. DAMAGE TO AND UNAUTHORIZED DESTRUCTION OF RECORDS

a. VHA records shall not be disposed of without the proper authorization to do so. Federal law prohibits unauthorized destruction, or mutilation of Federal records. The penalty for such acts is a \$2,000 fine, 3 years in prison, or both pursuant to Title 18 United States Code 2071. Damage to, and unauthorized destruction of records are to be reported to the VHA Forms, Publications and Records Management Office.

b. VHA officials must to take measures to ensure that records are not disposed of improperly. Records are not to be removed from VHA custody or destroyed without regard to the requirements of this schedule, or the GRS. When records are improperly disposed of, NARA regulations and VA policy require the submission of a report to NARA. The report includes the record description, volume, date of incident, etc. Specific reporting requirements are contained in NARA regulations, Title 36, Code of Federal Regulations, Part 1228, Disposition of Federal Records, and VA Handbook 6300.1, Chapter 6, Records Disposition Program.

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7. TOBACCO LITIGATION PROTECTED RECORDS

a. The United States (U.S.) filed a lawsuit against various manufacturers of tobacco products to recover money paid by the Federal government for the care and treatment of smoking-related medical conditions and diseases. In connection with the lawsuit, the U.S. Court directed that “Each party shall preserve all documents and other records containing information potentially relevant to the subject matter of this litigation. Each party shall also preserve any physical evidence or potential evidence and shall not conduct any testing that alters the physical evidence without notifying opposing counsel and, unless counsel stipulate to the test, without obtaining the Court’s permission to conduct the test.”

b. In compliance with the prohibition against the destruction of tobacco related records, VHA organizations are to preserve and not destroy or dispose of any documents or other records, including those recorded or stored electronically, which in any way relate to:

- (1) The treatment of smoking-related conditions or diseases;
- (2) Research on such diseases or conditions;
- (3) Grants or other payments made for research in connection with cigarettes or the tobacco industry;
- (4) Payment of benefits for smoking-related conditions;
- (5) The provision of tobacco products or facilities to use tobacco products;
- (6) The sale or use of tobacco products, such as invoices showing the amount of tobacco products sold.
- (7) Youth smoking;
- (8) Nicotine and addiction;
- (9) Cigarette design, including attempts to develop or market a potentially safer cigarette; and
- (10) Contacts between any officials, employees, agents, or servants of the Department of Veterans Affairs (VA), on the one hand, and any officials, employees, agents, or servants of any member of the cigarette-manufacturing industry, the Council for Tobacco Research (or its predecessor, the Tobacco Industry Research Committee), or the Tobacco Institute.
- (11) Any other records that, upon examination, may relate to the use of tobacco products.

c. All VHA organizations must ensure that the above documents are preserved until the preservation order is lifted.

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8. VETERANS FOR COMMON SENSE PROTECTED RECORDS

The Veterans for Common Sense (VCS) filed a class action lawsuit in U.S. Court, against VA, various VA officials in their official capacity, the Chief Judge of the U.S. Court of Appeals for Veterans Claims and the U.S. Attorney General, both in their official capacity. The lawsuit raises broad challenges to the laws, policies, and procedures VA employs in determining eligibility for and providing disability compensation and medical care benefits.

a. VHA organizations are to preserve and not destroy or dispose of any documents or other records, in any medium, which relate to:

(1) The provision of medical care to veterans seeking and receiving compensation for mental health issues;

(2) Screening for, and treatment of, mental health issues in troops returning from combat zones;

(3) Policies and procedures governing access to VA medical care and services provided to veterans;

(4) VA's capacity (physical and staffing) to provide health care services to veterans (including waiting and appointment scheduling times);

(5) Mental health services available to veterans who are, or believe they are, suffering from mental health issues;

(6) Statistical evidence concerning the prevalence of mental health issues among Operation Iraqi Freedom/Operation Enduring Freedom veterans;

(7) Policies, procedures, and statistics related to suicide of mentally ill veterans; and

(8) Formulation of the budget related to the provision of health care.

b. The records preservation requirement applies to all responsive information maintained by VA, including information on computer systems, removable or portable electronic media, and other locations, including personal computer or electronic storage devices if used to access, create, store, send, or receive VA records on these subjects in performance of official VA duties.

9. VITAL RECORDS

a. Vital records are defined as essential records needed to maintain the continuity of Federal government activities during and following a national emergency or a technological or natural disaster and to protect the rights and interests of VA beneficiaries and employees.

b. VHA's vital records consist of Construction Contract Records (Basic File), Construction Contract Records (New, Additions, Changes), Patient's and Member's Accounts, Patient Data Card Listings, and Daily Gains and Losses Sheets. VA Handbook 6300.8 provides procedures for the shipment of vital records to the VA Record Center and Vault (RC&V).

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10. PERSONAL PAPERS

Personal papers consist of documents that relate only to an individual's personal affairs and do not affect the conduct of government business. Examples of personal papers are diaries, journals or other personal notes that are not created in the process of transacting government business. Personal papers may be disposed of in accordance with the owner's preference.

11. MICROFILMED RECORDS

With the advance of electronic technology, microfilm is no longer considered a viable record medium.

12. ELECTRONIC RECORDS

Regardless of the record medium, hardcopy or electronic, Federal records must be appraised to determine their record retention value. Consequently, the National Archives and Records Administration must authorize disposal of electronic records.

13. TERMINATION OF OFFICE/SERVICE AND DEACTIVATION OF FIELD FACILITY

Specific records management procedures are to be followed when terminating an office/service or deactivating a field facility. The procedures are contained in VA Handbook 6300. It is important to follow those procedures to prevent the loss or unauthorized destruction of VHA records.

Once it has been determined to abolish an office/service or to deactivate a field facility, the records officer is to be consulted so that certain measures are taken to prevent the premature destruction of records. An evaluation is to be conducted to determine those records that are eligible for immediate destruction, identify records that are to be transferred to the successor office/service or facility, identify records that are eligible for transfer to a records storage facility, and identify records of permanent value to be offered to the National Archives. Records are not to be disposed of without proper authority to do so.

14. DEPARTMENT OF VETERANS AFFAIRS (VA) POLICY

a. VA Handbook 6300.1 provides procedures for implementing the records management program. VA Handbook 6300.2 establishes VA procedures for managing the Vital Records Program and implements the policies contained in VA Directive 6300, Records and Information Management. VA Handbook 6300.8 provides procedures for the shipment of records to the VA Records Center and Vault. VA Handbook 6301 provides procedures for handling electronic mail records.

b. VA Directive 6300 provides the policy for records and information management. The companion VA Handbook 6300.8, Procedures for Shipment of Records to the RC&V in Neosho, Missouri, provides procedures for transferring records to the RC&V. The handbook implements VA's Vital Records Program, which is an integral component of VA's Emergency Preparedness Plan.

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15. THE VA RECORDS CENTER AND VAULT (RC&V)

a. The VA Records Center and Vault (RC&V) provides storage of VA records and other government records. It is located in Neosho, Missouri. With the exceptions of personnel related records and VHA Central Office records, all other VHA records are stored at the RC&V.

b. The VA RC&V Guide, which is available at <http://vaww.aac.va.gov/vault/docs/Guide.pdf>, is to be reviewed prior to shipping records to the RC&V.

16. VA CENTRAL OFFICE RECORDS STORAGE OFFICE

a. For VHA Central Office records, VHA Memorandum 10-2003-001, Request for Disposition (VA Form 7468), and Processing VHA Records for Disposition, is to be followed when transferring records for storage. The memorandum is available at the VHA Publication website, <http://vaww1.va.gov/vhapublications/>.

b. VHA Central Office records are either stored at the VA Central Office Storage Office records area or at the NARA Federal Record Center located in Suitland, Maryland.

17. NARA FEDERAL RECORDS CENTERS

NARA Federal records centers stores and services records for all Federal agencies. There are seventeen Federal records centers located in 9 regions throughout the United States.

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| XLVII-11 | Office of Research Compliance and Assurance (ORCA Records | XLVII-7 |
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APPENDIX A – VITAL RECORDS SCHEDULE

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| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|--|
| 1. | <p>Accredited Service Representative File</p> <p>Cards and other record medium used to record names and addresses of accredited service representatives and date of accreditation.</p> | Destroy when obsolete. | Nonrecord |
| 2. | <p>Record Control File</p> <p>Records used for control purposes and convenience of reference where control is required or dictated by operational needs. (hardcopy or electronic)</p> | Destroy or delete when 2 years old, or 2 years after date of the latest entry, whichever is applicable. | General Records Schedule 23, Item 8, 12/98 |
| 3. | <p>Authorization File</p> <p>Authorization or designation to act, serve, sign, certify, purchase, receive, etc.</p> | Destroy when obsolete. | National Archives Job No. II-NN-3270 |
| 4. | <p>AMIS Reports File</p> <p>Nonfiscal statistical reports.</p> <p>a. Reports submitted to higher echelons.</p> <p>b. Feeder and intra office reports.</p> | <p>a. Destroy copies 1 fiscal year after close of year report is submitted to requesting office.</p> <p>b. Destroy originals and copies after 3 months.</p> | National Archives Job No. II-NN-3491 |
| 5. | <p>Budget Estimate File</p> <p>Annual budget estimates for the service, budget worksheets, estimated cost of objects other than personal service, estimated work volume and personnel requirements of organizational segments, quarterly budget report, non-personal service detail and related material.</p> | Destroy 1 year after the close of the fiscal year covered by the budget. | General Records Schedule 5, Item 2, 12/98 |

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| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|---|
| 6. | <p>Budget Instruction File</p> <p>Budget instructions; instructional changes, amendments, memorandums and related material</p> | <p>Destroy when cancelled, rescinded or superseded.</p> <p><i>NOTE: The official record copy is to be maintained in the Director's Office.</i></p> | <p>National Archives Job No. II-NN-3270</p> |
| 7. | <p>Bills of Collection File</p> <p>Copies of collection voucher, schedules, and related material not covered elsewhere, EXCLUDING freight records. Originals are maintained in Fiscal Service.</p> | <p>Destroy when 1 year old.</p> | <p>General Records Schedule 6, Item 1b, 12/98</p> |
| 8. | <p>Temporary Commissions, Boards, Councils and Committees File</p> <p>a. Internal Agency Committees</p> <p>(1) Internal agency committees unrelated to an agency's mission.</p> <p>Committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, composed of full-time officers or employees of the government, and not subject to the Federal Advisory Committee Act (FACA) committees tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities.</p> <p>Any files created and/or maintained by the committees.</p> <p>(2) Internal agency committees related to an agency's mission.</p> | <p>Destroy/delete when no longer needed for administrative purposes.</p> <p>Records are potentially permanent and must be scheduled by submission of an SF 115 to NARA.</p> | <p>General Records Schedule 26, item 1, Transmittal No. 13, 9/04</p> <p>Item 1a</p> <p>Item 1b.</p> |

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| Item No. | Title and Description | Disposition | Authority |
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| | <p>Committees established by agency authority (not established by Public Law or Executive Order) for Facilitative or operational purposes, related to the agency's mission, composed of full-time officers or employees of the government, and not subject to FACA, e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans.</p> <p>Any files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees.</p> | | |
| | <p>b. Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under FACA.</p> | <p>PERMANENT. Transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer.</p> | <p>Item 2.</p> |
| | <p><i>(Note: The term "advisory committee" as defined by FACA means any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup which is (1) established by statute or reorganization plan or (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the Federal government. This term does not apply to any committee which is composed wholly of full-time officers or employees of the Federal government.)</i></p> | | |
| | <p>(1) Files documenting the Commission's membership, policy, organization, deliberations, findings, and recommendations, including such records as:</p> | | |

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|----------|--|-------------|-----------|
| | | | Item 2a |
| | (a) Original charter, renewal and amended charters, organization charts, functional statements, directive or memorandum to staff concerning their responsibilities, and other materials that document the organization and function Commission and its components. | | |
| | (b) Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed. | | |
| | (c) One copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files. | | |
| | (d) Correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission. | | |
| | (e) Substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data). | | |

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| | <p>(f) Questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item IIA (may include data maintained electronically).</p> <p>(g) Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act.</p> | | |
| (2) | Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as: | Destroy/delete on termination of Commission. | Item 2b |
| | (a) Correspondence, reference and working files of Commission staff (excluding files covered by b(1). | | |
| | (b) Audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events. | | |

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| | (c) Other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc. | | |
| | (d) Extra copies of records described in Item b(2), e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor. | | |
| | <i>NOTE: Prior to the commission's termination, NARA, in consultation with commission staff, will review records covered by this item and may identify files that warrant permanent retention. Such records will be transferred to the National Archives on termination of the commission.</i> | | |
| | <i>NOTE: Administrative records authorized for disposal by the GRS and having retention periods outlasting the life of the commission (such as payroll, personnel and fiscal records) should be transferred to the agency providing administrative support.</i> | | |
| (3) | Web site records | | Item 2c |
| (a) | Electronic version of web site(s). | Destroy/delete on termination of commission. | |
| (b) | Design, management, and technical operation records. | Destroy/delete on termination of commission. | |
| (c) | Electronic version of content records duplicated in textual series of commission records. | Destroy/delete on termination of commission. | |

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|----------|---|----------------------------------|-----------|
| | <p><i>Note: Prior to the commission's termination, NARA, in consultation with commission staff, will review records covered by item 8b(3)(a) and may identify portions (including a web snapshot) that warrant permanent retention. Such records will be transferred to the National Archives on termination of the commission along with any records covered by item 8b(3)(b) that NARA requires to maintain and access permanent web content records.</i></p> | | |
| c. | Committee Records Not Maintained by the Sponsor or Secretariat. | Destroy when 3 years old. | Item 3 |
| | <p>Copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions, excluding those kept by the sponsor or Secretariat.</p> | | |
| | <p><i>NOTE: The records of an international committee held by the U.S. member or representative when the U.S. is not the sponsor or Secretariat should be described on a SF 115 and submitted to NARA for disposition authority.</i></p> | | |
| | <p><i>NOTE: Some temporary commissions, especially operational commissions related to an agency's mission may have records that are not covered by this series. Such series should be described on a SF 115 and submitted to NARA for disposition authority.</i></p> | | |
| d. | Committee Management Records | Destroy/delete when 6 years old. | Item 4 |
| | <p>Records maintained by agency committee management officers for committees established under FACA as amended (5 U.S.C. Appendix 2). (See <i>Note</i> after this item) Committee management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees.</p> | | |

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| | <p>Committee management records including copies of charters, membership lists, agendas, policy statements, statistical data files, financial operating plans, General Service Administration reports and other statistical reports on the number of committees, types of committees, membership rosters, requests for approval of committee nominees, appointment documents for individual committee members, financial disclosure documents, material required to be available for public information and other related topics maintained by the Committee Management Officer.</p> <p><i>NOTE: This item does not apply to records covered elsewhere.</i></p> | | |
| | <p>e. Electronic Mail and Word Processing</p> <p><i>NOTE: Prior to the Commission's termination, NARA, in consultation with commission staff, will review records covered by this item and may identify files that warrant permanent retention. Such records will be transferred to the National Archives on termination of the commission.</i></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of other records created by the commission. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> | | Item 5 |

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| | (1) Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard drive or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Destroy/delete within 180 days after recordkeeping copy has been produced. | Item 5a |
| | (2) Copies used for dissemination, revision, or updating that are maintained in addition to the record-keeping copy. | Destroy/delete when dissemination, revision, or updating is completed. | Item 5b |
| | <i>NOTE: Disposition authority for any commission records not covered by the above item or elsewhere it should be requested by submitting a SF 115 to NARA.</i> | | |
| 9. | Correspondence File (General Correspondence) The contents of each folder in this record series consist of papers, memoranda, letters, etc., of a general nature and which do not involve policy, or establish a precedent. In those instances where doubt exists as to the value of the data, the material in question should be filed in the policy correspondence file (See <i>Note</i>). | Destroy after 2 years old. | National Archives Job No. II-NN-3270 |
| | | <i>NOTE: Excluding material pertaining to an individual patient.</i> | |
| 10. | Correspondence Referred to Other VA Offices for Reply Correspondence acknowledging and referring inquiries and requests from other government agencies, firms, individuals, etc., (over which the original receiving office has no jurisdiction) to other VA offices for reply. | Destroy when 3 months old. | General Records Schedule 23, Item 7, Transmittal No. 8, 12/98 |

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|----------|---|--|---|
| 11. | <p>Defense and Disaster File</p> <p>Procedures in the event of disaster, hospital memoranda on safety and fire protection, civil defense fire problems, evacuation instructions for on-station disaster, fire drill schedule and reports and related material. The facility master file is normally maintained in Engineering Service.</p> | Destroy when 2 years old. | General Records Schedule 18, Item 26, Transmittal No. 8, 12/98 |
| 12. | <p>Duplicates of Papers Filed in Official Personnel Folders</p> <p>Duplicates of papers filed in Official Personnel Folders (provided that these records were originally prepared for filing in the Official Personnel Folder).</p> | Destroy when 6 months old. | General Records Schedule 1, Item 18B, Transmittal No. 12, 7/04 |
| 13. | <p>Equipment Record File</p> <p>Long-and short-range plans for equipment and related material such as replacement plans, repair and duplication, and inspections.</p> | Destroy after 2 years. May be maintained longer if needed. | National Archives Job No. II-NN-3270 |
| 14. | <p>Extra Copies of Correspondence, Reports, Forms, Form Letters, Etc.</p> <p>Extra copies of correspondence, reports, forms, form letters, etc., used for convenience of reference.</p> | Destroy when purpose has been served, or 1 year after the close of the fiscal year involved, whichever is earlier. | Nonrecord |
| 15. | <p>HSRO (Health Service Review Organization) File</p> <p>All quality assurance records including projects, assignments, committee minutes, copies of investigation, etc.</p> | <p>CO Records – Retire to Federal Records Center 5 years after case is closed; destroy 30 years after cased is closed.</p> <p>Field records are to be maintained for a minimum of 3 years and may be held longer if needed for HSRO research studies, legal purposes, or related quality assurance purposes.</p> | National Archives Job No. NN-162-42 |

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| 16. | <p>Local and Central Office Administrative Issues (Publications)</p> <p>Copies of local and Central Office publications that include manuals, and other operational directives, as well as newspapers, pamphlets, booklets, etc., sometimes referred to as Publications File. Normally the master Publications File, or history file, is maintained in Medical Administration Service.</p> | <p>Destroy when obsolete, rescinded or superseded unless needed longer for reference purposes.</p> <p><i>NOTE: History copies are maintained in the local Director's Office, designee, or applicable CO service or staff office.</i></p> | Nonrecord |
| 17. | <p>Management Development Appraisal File</p> <p>Internal management appraisals and related material.</p> | <p>Destroy face sheets after appraisal is completed.</p> <p>Destroy superseded appraisal after replaced by two most recent appraisals.</p> | National Archives Job No. II-NN-3385 |
| 18. | <p>Management Development Folder File</p> <p>Applications, both original and supplementary internal management appraisals, ratings and scoring worksheets and related material.</p> | <p>Destroy folders for employees no longer participating in the program because of death or separation or 2 years after employee withdraws from the program.</p> | National Archives Job No. II-NN-3385 |
| 19. | <p>Unofficial Material File</p> <p>Memoranda or other papers that do not serve as the basis of official actions, but may be used in conducting government business.</p> | <p>Destroy after purpose has been served.</p> | Nonrecord |
| 20. | <p>Organization File</p> <p>Functional statements, organizational charts, studies, and related material.</p> | <p>Destroy as rescinded, superseded, or replaced by current set.</p> | National Archives Job No. II-NN-3270 |

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| 21. | Reading (Chronological) File Copies of all outgoing correspondence maintained chronologically. File is normally kept on secretary's desk for reference purposes. | Destroy after 1 year. | Nonrecord |
| 22. | Record Charge-Out Cards Folder charge-out cards and slips, charge-outs, transfer control cards and related records for material removed from file area. | Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable. | General Records Schedule 23, Item 8, Transmittal No. 8, 12/98 |
| 23. | Reports (General/Miscellaneous) File | | National Archives Job No. 352-S84 |
| | a. Nonrecurring. One-time field facility reports submitted to VA Central Office for completing data for summaries and/or studies, and related papers. | a. Destroy original after 1 year from completion of summary or study. Field facilities to destroy their copies after 1 year. | |
| | b. Administrative Reports. This record series contains copies of reports or statements relating to service or division activities when the original or record copy is distributed outside the facility. | b. Destroy after 2 years. | National Archives Job No. II-NN-3270 |
| | c. Evaluation and Review Reports. Includes CO staff evaluation reports, area survey reports, internal audit reports, recurring technical visits reports, veterans organization report, other government agency surveys and audit reports, etc., and related material. | c. Destroy after 2 years. | National Archives Job No. II-NN-3270 |
| | d. Facility Reports File. Local management reports for status of mission of the service, including reports of systematic review and improvement actions. Cost accounting and budget reports, inspection reports and related material. | d. Destroy after 2 years. | National Archives Job No. II-NN-3270 |

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| 24. | Reports Control Files Files of each facility report created or proposed, including public use reports. Copies of authorized directives, preparation instructions and documents relating to evaluation, continuation and revision of reporting requirements. Also included are OMB clearance forms, including SF 83, etc. | Destroy 2 years after report is discontinued. | General Records Schedule 16, Item 6, Transmittal No. 12, 7/04 |
| 25. | Training and Education File a. Orientation material, in-service training material, training course plans and programs and general instructions for each program of training. b. Assignment schedules, progress reports, evaluations, records of training received, correspondence and other related material. | a. Destroy when 5 years old or 5 years after completion of a specific, training program. b. Destroy when 5 years old or when superseded or obsolete, whichever, is sooner. <i>NOTE: Records excluded from this item must be scheduled by submission of an SF 115 to NARA.</i> | General Records Schedule 1, Item 29a(1), Transmittal No. 12, 7/04 General Records Schedule 1, Item 29b, Transmittal No. 12, 7/04 |
| 26. | Work Order File Work order and job performance records or equivalent and related material. | Destroy after 1 year. | National Archives Job No. 11-NN-3270 |
| 27. | Working Papers File Project background records such as studies, analyses, <i>Notes</i> , drafts, and interim reports. | Relate working papers to the appropriate official file and destroy when the official, file is destroyed. | Rescinded Per GS 6-88, |
| 28. | Position Description File Service copies of files describing established positions, including information on title, series, grade, duties and responsibilities. | Destroy 2 years after position is abolished or description superseded. | General Records Schedule 1, Item 7b, Transmittal No. 12, 7/04 |

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| 29. | <p>Office Administrative File</p> <p>Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile logs; the expenditures of funds, including budget papers; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), and other materials that do not serve as official documentation of the programs of the office.</p> | Destroy when 2 years old. | General Records Schedule 23, Item 1, Transmittal No. 8, 12/98 |

***NOTE:** This item is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the agency, which must be scheduled prior to disposition.*

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| 30. | Schedules of Daily Activities Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hardcopy or electronic form, EXCLUDING materials determined to be personal. | | General Records Schedule 23, Item 5, Transmittal No. 8, 12/98 |
| | a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials, which must be scheduled by submission of an SF 115 to NARA. | Destroy or delete when 2 years old. | Item 5a |
| | b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files. | Destroy or delete when no longer needed for convenience. | Item 5b |
| | <i>NOTE: The above mentioned documents pertain to records containing nonsubstantive information.</i> | | |
| | <i>NOTE: High-level officials include the heads of departments and independent agencies, their deputies and assistants, etc. Unique substantive records relating to the activities of these individuals must be scheduled by submission of a SF 115 to NARA.</i> | | |
| 31. | Suspense File Papers arranged in chronological order as a reminder that an action is required | | General Records Schedule 23, Item 6, Transmittal No. 8, 12/98 |

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| | on a given date or that a reply to action is expected and, if not received, should be traced on a given date. | | |
| | a. A <i>Note</i> or other reminder to take some other action. | Destroy after action is taken. | Item 6a |
| | b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected. | Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official file. | Item 6b |
| 32. | <p>Transitory File</p> <p>Papers of short-term interest, which have no documentary or evidential, value and normally need not be kept more than 90 days. Examples of transitory correspondence are:</p> <p>a. Requests for information or publications. Routine requests for information, publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material.</p> <p>b. Letters of transmittal. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.</p> | Destroy when 3 months old | General Records Schedule 23, Item 7, Transmittal No. 8, 12/98 |

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| | <p>c. Quasi-official notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.</p> | | |
| 33. | <p>Routine Control File</p> <p>Job control records, status cards, routing slips, work-processing sheets, correspondence control forms, receipts for records charge-out, and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by GRS or a NARA approved SF 115.</p> | <p>Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.</p> | <p>General Records Schedule 23, Item 8 Transmittal No. 8, 12/98</p> |
| 34. | <p>Technical Reference File</p> <p>Copies of documents retained for reference and informational purposes and which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (nonrecord) copies of "policy precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.</p> | <p>Review annually and destroy material of no further reference value.</p> | <p>Nonrecord</p> |
| 35. | <p>Finding Aids (or indexes)</p> <p>Indexes, lists, registers, and other finding or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA approved SF 115, Excluding records containing abstracts or other information that can be used as an informational source apart from the related records (hardcopy or electronic form).</p> | <p>Destroy or delete with the related records.</p> | <p>General Records Schedule 23 Item 9, Transmittal No 8, 12/98</p> |

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| | the GRS or a NARA approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an informational source apart from the related records (hardcopy or electronic form.) | | |
| 36. | Electronic Spreadsheets | | General Records Schedule 20 Item 15, Transmittal No 7, 8/95 |
| | Spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports. | | |
| | a. When used to produce a hard copy, which is maintained in organized files. | Delete when no longer needed to update or produce a hard copy. | |
| | b. When maintained only in electronic form. | Delete after expiration of the retention period authorized for the hard copy by the GRS or a NARA approved SF 115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired. | |
| 37. | Administrative Claims Files | Destroy when 6 years, 3 months old. | General Records Schedule 6 Item 10a, Transmittal No 8, 12/98 |
| | a. Claims against the United States. Records relating to claims against the United States for monies which have been administratively (1) disallowed in full or (2) allowed in full or in part and final payment of the amount awarded EXCLUDING claims covered by sub-item c. | | |

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| | <p>b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716(c)(1).</p> <p>Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.</p> | | |
| | (1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR Part 103. | Destroy when 6 years, 3 months old. | Item 10b(1) |
| | (2) Claims for which collection action has been terminated under 4 CFR Part 104. | | |
| | (a) Claims for which the Government's right to collect was not extended. | Destroy 10 years, 3 months after the year in which the Government's right to collect first accrued. | Item 10b(2)(a) |
| | (b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action. | Destroy 3 months after the end of extended period. | Item 10b(2)(b) |
| | (3) Claims which the agency administratively determines are not owed to the United States after collection action was initiated. | Destroy when 6 years, 3 months old. | Item 10b(3) |
| | c. Claims files that are affected by a court order or that are subject to litigation proceedings. | Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later. | Item 10c |
| 38. | <p>Board Action (Folder) File</p> <p>Applications for Federal Employment, Applications for Nurses, Applications</p> | Dispose of 3 years after date of last service with VA. | National Archives Job No. II-NNA-709, Item 2 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|---|
| | for Physicians and Dentists, Performance and Proficiency Ratings, the VA. Notice of Performance Ratings, Professional Qualifications Reports, Report of Efficiency Ratings, Report of Medical Examinations, and other board action material | | |
| 39. | Audit Case File (OIG) Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consists of audit reports, correspondence, memoranda, and supporting working papers. | Retire when case is closed. Destroy 8 years after cut off. | National Archives Job No. N1-15-99-3, Item 1 |
| 40. | Emergency Planning Administrative Correspondence File Correspondence files relating to administration and operation of the emergency planning programs, not covered elsewhere in this manual. | Destroy when 2 years old. <i>NOTE: This records series does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for emergency planning programs</i> | General Records Schedule 18, Item 26, Transmittal No. 8, 12/98 |
| 41 | Emergency Planning Case File Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background EXCLUDING one copy record copy of each plan or directive, if not included in the agency's permanent set of master directive files. | Destroy 3 years after issuance of a new plan or directive. | General Records Schedule 18 Item 27, Transmittal No 8, 12/98 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| 42 | Input/Source Records | | General Records Schedule 20, Item 2a, 8, 12/98 |
| | a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes and not previously scheduled for permanent retention in a NARA approved agency records schedule. | Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later. | |
| | b. Electronic records, except as noted in Item C, entered into the system during an update process, and not required for audit and legal purposes. | Deleted when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later. | |
| | c. Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement or records created by another agency in response to the specific information needs of the receiving agency. | Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back-up to, the master file or database, whichever is later. | Item 2c |
| | d. Computer files or records containing uncalibrated and invalidated digital or analog data collected during observation or measurement activities of research and development programs and used as input for a digital master file or database. | Delete after the necessary data have been incorporated into a master file. | Item 2d |
| 43. | Electronic Mail and Word Processing System Copies | | General Records Schedule 23, Transmittal No 8, 12/98 |
| | Electronic copies of records that are created on electronic mail and word | | |

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| Item No. | Title and Description | Disposition | Authority |
|------------|--|--|--|
| | processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. | | |
| | a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | a. Destroy/delete within 180 days after the recordkeeping copy has been produced. | Item 10a |
| | b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | b. Destroy/delete when dissemination, revision, or updating is completed. | Item 10b |
| 44. | Word Processing File Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes. | Delete from the word processing system when no longer needed for updating or revision. | General Records Schedule 20 item 13 Transmittal No 7, 8/95 |

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| Item No. | Title and Description | Disposition | Authority |
|----------|---|--|--|
| 45. | <p>Electronic Mail Records</p> <p>Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.</p> | Delete from the e-mail system after copying to a recordkeeping system. | General Records Schedule 20, item 14 Transmittal No 7, 8/95 |
| 46 | <p>Day Book File</p> <p>Record for each work request made and completed. Record the produced. For patients, the name of patient, FICA number, diagnosis, and name of requesting physician.</p> | Destroy when no longer needed. | Nonrecord |
| 47 | <p>Slide File</p> <p>Slides of illustrations, specimens, autopsy materials, tissues, etc.</p> | Destroy when no longer needed. | Nonrecord |
| 48 | <p>Slide Charge-Out File</p> <p>Charge-outs for slides on loan.</p> | Destroy when slide is returned to the filer. | Nonrecord |
| 49 | <p>Master Negative File</p> <p>Photographic negatives of all illustrations made on patients, equipment, techniques, procedures, etc.</p> | Destroy negatives other than patient negatives after 1 year. | National Archives Job No. NC-15-76-11 |
| 50 | <p>Requests for Copy of Illustration File</p> <p>Requests for copies of illustrations.</p> | Destroy after 1 year. | National Archives Job No. 349-S-142 |
| 51 | <p>Requests for Film File</p> <p>Copies of requests for films or equivalent.</p> | Destroy when film is returned to Central Office Film Library or other sources. | National Archives Job No. II-NNA-106 |

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| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|--|
| 52 | Still Photography | a. Destroy when 1 year old. | General Records Schedule 21, Item 1, Transmittal No. 8, 12/98 |
| | a. Photographs of routine award ceremonies, social events, and activities not related to the mission of the station. | | |
| | b. Internal personnel and administration training film and slide of programs that do not reflect the mission of the agency. | b. Destroy 1 year after completion of training program. | Item 3 |
| | c. Duplicate items in excess of record elements required for preservation, duplication and reference by 36 CFR 1228.184. | c. Destroy when no longer needed. | Nonrecord |
| 53 | Graphic Arts File | | General Records Schedule 21, 12/98 Transmittal No. 8, 12/98 |
| | a. (Item deleted/Reserved). | | |
| | b. Routine art work for handbills, flyers, posters, letterhead, and other graphics. | b. Destroy when no longer needed for publication or reprinting. | Item 6 |
| | c. Prepress computer files, line and halftone negatives, screened paper prints and offset lithographic paper plates used for photomechanical reproduction. | c. Destroy when no longer needed for publication or reprinting. | Item 7 |
| | d. Hard copies or computer files of graphs and charts. | d. Destroy when no longer needed for publication or reprinting. | Item 8 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------|--|---|---|
| 54 | Video or Digital Recordings File | | General Records Schedule 21, Item 14, Transmittal No. 8, 12/8 |
| | a. Programs acquired from outside sources for personnel and management training. | a. Destroy 1 year after completion of training program. | |
| | b. Programs acquired from outside sources for personnel and entertainment and recreation. | b. Destroy when no longer needed. | Nonrecord |
| | c. Rehearsal or practice tapes. | c. Destroy immediately. | Item 16 |
| | d. Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role play" sessions, management and supervisory instruction, etc.) | d. Destroy 1 year after completion of training program. | Item 17 |
| | e. Routine surveillance recordings. | e. Destroy when 6 months old. | Item 18 |
| | f. Routine scientific, medical or engineering recordings. | f. Destroy when 2 years old. | Item 19 |
| | g. Recordings that document routine meetings and award. | g. Destroy when 2 years old. | Item 20 |
| 55 | Sound Recordings File | | General Records Schedule 21, Item 22, Transmittal No. 8, 12/98 |
| | a. Recordings of meetings made exclusively for <i>Note</i> taking or transcription. | a. Destroy immediately after use. | |
| | b. Dictation tapes. | b. Destroy immediately after use. | Item 23 |
| | c. Pre-mix sound elements created during the course of a motion picture, television, or radio production. | c. Destroy immediately after use. | Item 24 |
| | d. Library sound recordings (e.g., effects, music). | d. Destroy when no longer needed. | Nonrecord |
| | e. Audio/Video recordings of a news worthy event made available to local radio and TV stations. | e. Destroy when 6 months old. | Item 26 |

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| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|--|
| 56 | <p>Key Accountability File</p> <p>Files relating to accountability for keys issued.</p> <p>a. For areas under maximum security</p> <p>b. For other areas.</p> | <p>a. Destroy 3 years after turn-in of key.</p> <p>b. Destroy 6 after turn-in of key.</p> | <p>General Records Schedule 18, Item 16, Transmittal No. 8, 12/98 Item 16a</p> <p>Item 16b</p> |
| 57 | <p>Administrative Obligation File</p> <p>Files of estimated obligations for activities, which are to be specifically authorized, such as requests for and authorization of overtime work, travel orders, and related material.</p> | <p>Destroy after 2 fiscal years.</p> | <p>National Archives Job No. II-NN-3270, Item 2</p> |
| 58 | <p>Time and Attendance Reports File</p> <p>a. Time and Attendance Source Records</p> <p>All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form (OF) 1130); flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.</p> <p>b. Time and Attendance Input Records</p> <p>Records in either paper or machine-readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.</p> | <p>a. Destroy after GAO audit or when 6 years old, whichever is sooner.</p> <p>b. Destroy after GAO audit or when 6 years old, whichever is sooner.</p> | <p>General Records Schedule 2, Transmittal No. 8, 12/98, Item 7</p> <p>Item 8</p> |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| 59 | <p>Evaluation and Review Report</p> <p>Includes CO staff evaluation reports, area survey reports, internal audit internal audit reports, recurring technical visits reports, veterans organizations reports, other government agency surveys and audits reports, etc., and related material. Functional statements, organizational charts, studies, and related material.</p> | Destroy after 3 years and after receipt of subsequent report. | National Archives Job No. II-NN-163-22, Item 6 |
| 60 | <p>General Travel and Transportation File</p> <p>a. Correspondence, forms, and related records pertaining to travel and transportation functions.</p> <p>b. Accountability records.</p> | <p>a. Destroy when 2 years old.</p> <p>b. Destroy 1 year after all entries are cleared.</p> | General Records Schedule 9, Item 4, Transmittal No. 8, 12/98 |
| 61 | <p>Employee Awards File</p> <p>General awards records EXCLUDING those relating to departmental awards.</p> <p>a. Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency sponsored cash and non-cash awards such as incentive awards, with-in grade merit increases, suggestions, and outstanding performance.</p> <p>b. Correspondence or memoranda pertaining to awards from other government agencies or private organizations.</p> | <p>a. Destroy 2 years after approval or disapproval.</p> <p>b. Destroy when 2 years old.</p> | <p>General Records Schedule 1, Item 12, Transmittal No. 8, 12/98 Item 12a(1)</p> <p>Item 12a(2)</p> |

GENERAL AND ADMINISTRATIVE RECORDS
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|--|--|
| 62 | Employee Performance File System Records | | General Records Schedule 1, Item 23, Transmittal No. 8, 12/98 |
| | a. Non-SES appointees (as defined in 5 U.S.C. 4301(2). | | |
| | (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents. | a(1) Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice. | Item 23a(1) |
| | (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. | a(2) Destroy when superseded. | Item 23a(2) |
| | (3) Performance-related records pertaining to a former employee. | | |
| | (a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating. | a(3)(a) Place records on left side of OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates. An agency retrieving an OPF from NPRC will dispose of these items in accordance with Item 162c-9a(3)(b). | Item 23a(3)(a) |
| | (b) All other performance plans and ratings. | a(3)(b) Destroy when 4 years old. | Item 23a(3)(b) |
| | (4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based. | a(4) Destroy 4 years after date of appraisal. | Item 23a(4) |
| | (5) Supporting documents. | a(5) Destroy 4 years after date of appraisal. | Item 23a(5) |

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| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|--|
| 63 | <p>Requests for Forms, Reproduction, and Medical Media Services</p> <p>Requests for non-personal services such as reproduction, forms, medical media services, and other services excluding records associated with accountable officers' accounts.</p> | Destroy when 1 year old. | General Records Schedule 3, Item 7, Transmittal No. 8, 12/98 |
| 64 | <p>Administrative Reports File</p> <p>Facility activity reports, narrative and statistical management reports, work simplification, incentive awards, management improvement and development, training and education reports, nonrecurring special reports, and related material.</p> | Destroy after 3 years. | National Archives Job No. NN-163-22, Item 5 |
| 65 | <p>Property Disposal Correspondence</p> <p>Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration.</p> | Destroy when 2 years old. | General Records Schedule 4, Item 1, Transmittal No. 8, 12/98 |
| 66 | <p>Motor Vehicle Operations Files</p> <p>Records relating to individual employee operations of Government- owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.</p> | Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government- owned vehicle, whichever is sooner. | General Records Schedule 10, Item 7, Transmittal No. 8, 12/98 |
| 67 | <p>Building and Structure Record File</p> <p>Buildings and structures records including work orders.</p> | Destroy when building and structures have been removed, sold, or demolished. | National Archives Job No. II-NN-3270, Item 46 |

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| Item No. | Title and Description | Disposition | Authority |
|-----------|--|---|--|
| 68 | <p>Noncommercial, Reimbursement Travel Files</p> <p>Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.</p> <p>a. Travel administrative office files.</p> <p>b. Obligation copies.</p> | <p>a. Destroy when 6 years old.</p> <p>b. Destroy when funds are obligated.</p> | <p>General Records Schedule 9, Item 3, Transmittal No. 9, 4/03</p> |
| 69 | <p>Contract Burial Arrangement File</p> <p>Register of funeral directors willing to provide funeral and burial services for a statutory allowance.</p> | <p>Destroy when obsolete or replaced by a more current register.</p> | <p>Nonrecord</p> |
| 70 | <p>Tumor Registry File Index Card and Folder File</p> <p>This file contains information on patients treated for tumors. It contains abstracts, inpatient information from the Medical Records Folder File, subsequent follow-up data (including that from private sources), and related material. This file is used for treatment purposes as well as research.</p> | <p>Retain at VA health care facility; destroy 75 years after date of last activity.</p> | <p>National Archives Job No. NI-15-87-4, Item 6</p> |
| 71 | <p>Patient Locator File</p> <p>Locator card records containing basic identification data for each patient. The file includes information such as patient's name, social security number, home address, treatment status, medical records folder file location, and other identification data.</p> | | <p>National Archives Job No. N1-15-90-5, Item 2</p> |

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| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| | Locator card records pertaining to Ionizing Radiation and Agent Orange claimants. | Retain in medical facility 75 years after last episode of care. | Item 2a |
| | All other locator card records. | Retain in health care facility 75 years after last episode of care. | Item 2b |
| | | <i>NOTE:</i> If the information is entered into electronic media, the hardcopy files can be destroyed after the information has been verified or when no longer needed to support the purpose for which the file was created. The electronic information will be retained until expiration of the authorized retention requirement for the hardcopy records. | |
| 72 | Deposit Receipt File Field service receipts (patient funds and general receipts), and related material. | Destroy after 3 fiscal years. | National Archives Job No. NC1-15-76-25, Item 3-3 |
| 73 | Ward Morning Report File Report by ward of patients gained or lost. | Destroy after purpose has been served. | Nonrecord |
| 74 | Guest Lodging File Room allocation and occupancy records of applicants provided overnight lodging, usually for convenience. | Destroy after 1 year. | Nonrecord |
| 75 | Patient Services Locator File Patient locator information maintained in mailrooms, telephone and information sections, and equivalent. | Destroy 90 days after discharge of patient. | National Archives Job No. 351-S-224 |

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| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|--|
| 76 | <p>Disposition Data Files (PTF)</p> <p>Mechanically prepared listings (code sheets) of discharged patients' records, which have been prepared for entry in the PTF File, a processing master patient file, and related material.</p> | <p>Destroy after 1 year and after PTF master record has been created at the Data Processing Center.</p> | <p>National Archives Job No. NN-166-127, Item 4a</p> |
| 77 | <p>Error Index File</p> <p>Mechanically prepared listings of discharged patients' records, which have been, rejected as unacceptable to the inpatient data systems (PTF).</p> | <p>Destroy after errors have been corrected and resubmitted data validated and after the listings used for quality control purposes have been exhausted</p> | <p>National Archives Job No. NN-166-127, Item 4b</p> |
| 78 | <p>Diagnostic and Operation Index File</p> <p>a. Mechanically prepared listings of coded diagnostic and operative data of discharged patients.</p> <p>b. Previous manually prepared diagnostic and operative indices and locally approved special inpatient diagnostic and operative indexes.</p> | <p>Destroy monthly listing after receipt of consolidated biannual listing. Destroy consolidated biannual listing or prior equivalent 20 years after date of report.</p> | <p>National Archives Job No. NC-15-76-10, Item 2</p> |
| 79 | <p>Patients and Members Account File</p> <p>Account cards or equivalent prepared for each patient or member when funds are received and deposited for their personal use.</p> | <p>Destroy paper and microfilm records 5 years after withdrawal or appropriate disposition of all monies.</p> | <p>National Archives Job No. NN-167-23</p> |

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|----------|--|--|--|
| 80 | Medical Administrative Assistant's (MAA) Log Record of events occurring after normal working hours as recorded by the MAA. | File with applicable G&L sheet. | Nonrecord |
| 81 | Employee Travel File SFs 1169 and 1169a, U.S. Government Transportation Request or equivalent, and related papers properly filed | | |
| | a. Memorandum copies on unpaid transportation. | a. Retain unpaid memorandum copies 11 years, then destroy. | National Archives Job No. II-NNA-1763 |
| | b. Memorandum copies on paid transportation. | b. Destroy when 2 years old. | General Records Schedule 9, Item 4a, Transmittal No. 9, 4/3 |
| | c. Local transportation records including accountability record of tokens and/or tickets received and issued for local commercial transportation of Government employees. | c. Destroy 1 year after all entries are cleared. | General Records Schedule 9, Item 4b, Transmittal No. 9, 4/3 |
| | d. Travel resource record including one-way and round trip rates from and to various points serviced by the travel activity, carrier schedules and rates, reservations, accommodations, and lodging rates, and related material. | d. Destroy when material becomes obsolete. | Nonrecord |
| | e. Transportation requests spoiled at time of issue and not involving obligation of funds. | e. Destroy when funds are obligated. | General Records Schedule 9, Item 1d, Transmittal No. 9, 12/98 |

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|----------|--|---|--|
| 82 | Lost and Found File Records of lost and found articles and related material. | a. Destroy records of found articles after 5 years. b. Destroy records of lost articles not found after 90 days. | National Archives Job No. NA-351-S130 |
| 83 | Printing, Binding, Duplication, and Distribution Records a. Publication Files (copies) (Administrative Issues) Record copy of each publication, poster, regulation, booklet, and similar material. <i>Note: Official copies of directives, handbooks, and other Department-wide policy issuances are historical documents that have been scheduled as permanent records. These documents are transferred to the National Archives</i> | Destroy when no longer needed. | Nonrecord |
| | b. Administrative Correspondence File Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matter. | b. Destroy when 2 years old. | General Records Schedule 13, Item 1, Transmittal No. 8, 12/98 |
| | c. Project File Project records containing all papers and data pertaining to the execution and accomplishment of the job | c. Destroy 1 year after completion of the project. | Item 2a |
| | d. Control File Control register pertaining to requisitions and work orders. | d. Destroy 1 year after close of fiscal year in which compiled or one year after filing of register, whichever is applicable. | Item 3 |

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| | f. Internal Management File Records pertaining to internal management and operation of the unit. | f. Destroy when 2 years old. | Item 6 |
| 84 | Local and Central Office Administrative Issues Master File Facility directives and administrative issues with supporting papers showing justification for issue, comments, coordination, concurrences, and a copy of the printed document. | Destroy when superseded or obsolete. | General Records Schedule 16, Item 1a, Transmittal No. 13, 9/04 |
| 85 | Form and Form Letter History File Form and form letter material relating to origin, scope, function and purpose; printed copy and revisions, requests for new or revised forms or form letters, and related correspondence. | Destroy 5 years after form or form letter is discontinued, superseded, or canceled | General Records Schedule 16, Item 3a, Transmittal No. 13, 9/04 |
| 86 | Publication Control Card File Records for maintaining stock levels of current publication receipts and distribution. | Destroy after publication is rescinded, superseded, obsolete, or when old card is replaced with a new card. | Nonrecord |
| 87 | Filing Equipment Control File Requests and/or turn-ins for filing equipment (copies, justifications, equipment inventory records, and related material. | Destroy individual equipment control records after equipment leaves jurisdiction of Records Officer. | Nonrecord |
| 88 | Records Disposition Control File Certification of records disposition containing records destruction, retirement, and storage data including SF 135, Records Transmittal and Receipt, VA Form 70-7468, Request for Disposition of Records, and related material. | | General Records Schedule 16, Transmittal No.13, 9/04 |

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| Item No. | Title and Description | Disposition | Authority |
|-----------|---|--|---|
| | (1) SF 115s that have been approved by NARA. | Destroy 2 years after super session. | Item 2a(1) |
| | (2) Other records. | Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the United States, whichever is applicable. | Item 2a(2) |
| 89 | Records Maintenance Control File Records used to maintain control and inventory over active records series and to initiate prompt disposition action upon expiration of retention periods. | Destroy after purpose has been served. | Nonrecord |
| 90 | Records Retirement and Shipment File Records transmittal and receipts, records shelf lists, requests for official personnel folders, shipping lists, and related material. | Destroy after retention period of related records has expired. | National Archives Job No. II-NN-3275 |
| 91 | Indispensable (Vital) Records Control Schedule File Notice of shipment of indispensable (Vital) records. | Destroy after retention period of related records has expired. | National Archives Job No. II-NN-3275 |
| 92 | Telecommunications File a. Messages, registers, logs, performance reports, daily workload reports, and related material. b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message, maintained by VA facilities, excluding copies maintained by the originating program office. | Destroy when 6 months old. Destroy after 2 months old or when no longer needed for reference. | General Records Schedule 12, Item 3a, Transmittal No. 8, 12/98 National Archives Job No. N1-015-94-3 |

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|-----------|--|--|--|
| | c. Machine copies (hardcopies), discs, and tapes of outgoing messages. | Destroy when 2 years old. | General Records Schedule 12, Item 3b, Transmittal No. 8, 12/98 |
| 93 | Telephone Control File | Destroy when 3 years old. | General Records Schedule 12, Item 2b, Transmittal No. 8, 12/98 |
| | a. Records of long distance and message net calls, copies of GSA records or leased circuit calls, telephone equipment records cards, orders for telephone service floor plans, service and installation records, including telephone company work orders, telephone work records, including numerical and alphabetical listings, changes, charts of distribution of phones by number, type and location, and related material. | | |
| | b. Telecommunications voucher files, reference copies of vouchers, bills, invoices, and related records. | Destroy when 1 fiscal year old. | Item 2d(1) |
| 94 | Telephone Toll Tickets | Destroy after 3 years old or after GAO audit, whichever is sooner. | General Records Schedule 6, Item 8, Transmittal No. 8, 12/98 |
| | Originals and copies of toll tickets filed in support of telephone call payments. | | |
| 95 | Telegram File | Destroy after 3 years old or after GAO audit, whichever is sooner. | General Records Schedule 6, Item 9, Transmittal No. 8, 12/98 |
| | Originals and copies of telegrams filed in support of telegraph bills. | | |
| 96 | Transcription File | | Nonrecord |
| | a. Shorthand <i>Notes</i> , including stenographic <i>Note</i> books and stenotype tapes. | a. Destroy after <i>Notes</i> and information have been transcribed and verified for accuracy. | |

GENERAL AND ADMINISTRATIVE RECORDS
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------|--|--|--|
| | b. Sound records, disks, tapes, cylinders, etc., (EXCLUDING recordings of telephone conversations) requesting from the nearest relative permission to perform an autopsy or surgery. | Destroy by burning or shredding (if feasible) after information is transcribed and verified for accuracy. | General Records Schedule 21, Items 22 and 23, Transmittal No. 8, 12/98 |
| | c. Recordings of telephone conversations requesting from the nearest relative permission to perform an autopsy or surgery. | Destroy by burning, erasure, or shredding, depending upon the type of equipment used for the recording after information is transcribed and released by signed authorization from the appropriate person. <i>NOTE: Disks, tapes, cylinders, etc., that can be reused, will not be destroyed until no longer usable.</i> | National Archives Job No. 171-26 |
| 97 | Mail and Delivery Service File | | |
| | a. Records of receipt, routing of incoming and outgoing mail and items handled by private delivery companies, such as UPS (United Parcel Service). | a. Destroy when 1 year old | General Records Schedule 12, Item 6a, Transmittal No. 8, 12/98 |
| | b. Statistical reports of postage used on outgoing mail and fees paid for special delivery, foreign, registered, certified, express mail, etc. | Destroy when 6 months old. | Item 6b |
| | c. Statistical reports and data relating to handling of mail volume of work performed. | c. Destroy when 1 year old. | Item 6d |
| | d. Records relating to cash, checks, stamps, money orders or any other valuables remitted to the agency by mail. | d. Destroy when 1 year old. | Item 6e |
| | e. Records of receipts for mail and packages received through the official Mail and Messenger Service. | e. Destroy when 6 months old. | Item 6f |

GENERAL AND ADMINISTRATIVE RECORDS
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--|---|--|---|
| | f. General files, including correspondence, memos, directives and guides relating to mail room operations. | f. Destroy when 1 year old or when superseded or obsolete, whichever is applicable. | Item 6g |
| | g. Locator cards, directives, indexes, and other records relating to mail delivery to individuals. | g. Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable. | Item 6h |
| 98 | Postal Irregularities File Memoranda, correspondence, reports relating to irregularities in the handling of mail, such as the loss, damage, or destruction of mail. | Destroy 3 years after completion of investigation. | General Records Schedule 12, Item 8, Transmittal No. 8, 12/98 |
| 99 | Messenger Service File Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules and related material. | Destroy after 2 months. | General Records Schedule 12, Item 1, Transmittal No. 8, 12/98 |
| 100 | Gains and Losses File Daily patient gains and losses sheets. | Destroy master set after 1 year. Destroy all other copies after purpose has been served. | National Archives Job No. NN-166-127, Item 3 |
| <i>NOTE: A master set will be maintained to contain a copy of each gains and losses sheet created during the latest 12-month period.</i> | | | |
| 101 | Outpatient Fee Basis File Tabulating cards, listings and code sheets used to acquire and control fee basis medical services and to accumulate internal management data. | a. Destroy tabulating cards (EXCLUDING fee authorization renewal cards and fee basis register cards) 1 fiscal year after close of fiscal year in which prepared. (1) Fiscal fee authorization renewal cards will be maintained and disposed of in accordance with MP-4, Part X, | National Archives Job No. NN-164-36 |

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GENERAL AND ADMINISTRATIVE RECORDS
 (All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|--|
| | | Office of Budget and Finance (Controller) Records Control Schedule. | |
| | | (2) Treatment file fee authorization cards will be filed in the Medical Records Folders (CHR). | |
| | | b. Dispose of code sheets 1 month after end of month in which tabulating cards are punched and total checked against the control register. | |
| | | c. Dispose of tabulating listing (EXCLUDING fiscal accounting listings, obligation and cancellation listings, and listings attached to schedule of disbursement) 2 fiscal years after close of fiscal year in which prepared. <i>Note</i> : The fiscal tabulating listing excluded in paragraph c above will be maintained and disposed of in accordance with MP-4, Part X. | |
| 102 | Beneficiary Travel File Administration travel unit copies of beneficiary travel records not required for filing in Fiscal Service. | Destroy after 1 year. | National Archives Job No. II-NNA-1192 |

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SECTION I - OFFICE OF DIRECTOR (00)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|--|
| 00-1 | <p>Administrative Allotment and Obligations File</p> <p>Periodic allotments of certain operating funds. Control documents to assure availability of funds for current and future commitments and other contemplated expenses. Estimated miscellaneous obligations or change in obligation request for and authorization of overtime work. Request for and authorization of overtime work or compensatory time. Travel orders request and authorizations related and similar material properly filed therein.</p> | Destroy after the close of the fiscal year in which liquidation occurred. | National Archives Job No. NC1-15-76-25 |
| 00-2 | <p>Budget Estimate File</p> <p>Annual budget estimates for the Director's Office. Budget worksheets, estimated cost of objects other than personnel service, estimated work volume and personnel requirements of organizational elements, quarterly budget reports and related material.</p> | Destroy 2 fiscal years after end of budget year involved. | National Archives Job No. NN-351-587 |
| 00-3 | <p>Budget Instruction File</p> <p>Budget instructions, instructional changes and amendments, memoranda, and related material filed therein.</p> | Destroy after being cancelled, rescinded, or superseded by current instruction. | National Archives Job No. NN-163-180 |
| 00-4 | <p>Facility Budget Execution File</p> <p>Records documenting implementation of station's budget, such as apportionment of funds, allotment of funds, control expenditures and costs, assignment of cost ceilings, comparison of performance plans and related materials.</p> | Destroy 2 years after budget year involved. | National Archives Job No. NN-163-22 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|---|
| 00-5 | <p>Facility Budget Formulation File</p> <p>Copies of documents used in formulating the facility's budget, i.e., budget estimates of workloads and costs, medical research forecast, and prospectus medical care forecast, maintenance, repair and improvement of building, service equipment requirements and related material.</p> | Destroy 2 years after budget year involved. | National Archives Job No. NN-163-22 |
| 00-6 | <p>Committee, Board and Conference File</p> <p>Minutes of meetings and conferences, boards and the various committees in the station: copies of authorities for the establishment of the group; lists of member's statements of their assigned missions and other related material.</p> | Destroy when 3 years old or when no longer needed for reference, whichever is sooner. | National Archives Job No. NN-163-22 |
| 00-7 | <p>Investigations File</p> <p>Copies of investigative findings and follow-up reports regarding employees, patients, injuries, property damage, accidents, thefts, assaults, and unethical conduct, etc. These records include Reports of Special Incident Involving a Beneficiary, whether or not an actual investigation was conducted. (VA Form 10-2633).</p> | Destroy when 2 years old. | General Records Schedule 18, Item 11, Transmittal No. 8, 12/98 |
| 00-8 | <p>Management Projects Files</p> <p>Working papers, including background materials, studies, analyses, <i>Notes</i>, rough drafts, internal reports, copies of final reports of management projects, i.e., work standards, work measurement, work management, etc., conducted for the facility Director.</p> | Destroy 2 years after completion of project. | National Archives Job No. NN-163-22 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|--|--|
| 00-9 | <p>Public Relations File</p> <p>Letters, memoranda and advertising orders; advertisements for position vacancies, press and news releases, newspapers, radio and TV official speeches and related material.</p> | Destroy when 3 months old. | General Records Schedule 14, Item 3, Transmittal No. 8, 12/98 |
| 00-10 | <p>Administrative Reports File</p> <p>Facility activity reports, narrative and statistical management reports: work simplification, incentive awards, management improvement and development, training and education reports, nonrecurring reports, and related material.</p> | Destroy after 3 years. | National Archives Job No. NN-163-22 |
| 00-11 | <p>Evaluation and Review Reports</p> <p>Copies of Central Office evaluation and supervisory reports, area survey reports, recurring technical visit reports, internal audit reports, joint committee reports, veterans organizations and other government agencies' surveys and audit reports made at the facility by outside personnel.</p> | Destroy 3 years after receipt of subsequent report. | National Archives Job No. NN-163-22 |
| 00-12 | <p>Facility History File</p> <p>Records reflecting history of the facility, such as, title documents showing acquisition of land, copies of right-of-way, easements, zoning maps, plans, drawings, etc., and related material.</p> | Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. | General Records Schedule 4, Item 4, Transmittal No. 8, 12/98 |
| 00-13 | <p>Classified Document Receipt File</p> <p>Records documenting the receipt and issuance of classified material.</p> | Destroy when 2 years old. | General Records Schedule 18, Items 2, 12/98 |

SECTION I - OFFICE OF DIRECTOR (00)
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| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|---|
| 00-14 | Destruction Certificate File Certificate relating to the destruction of classified documents. | Destroy when 2 years old. | General Records Schedule 18, Items 3 Transmittal No. 8, 12/98 |
| 00-15 | Classified Document Inventory File Forms, ledgers or registers used to show identify, internal routing and final disposition made to classified documents, but exclusive of classified documents receipts and destruction certificates and documents relating to TOP SECRET material. (See below) | Destroy when 2 years old. | General Records Schedule 18, Item 4, Transmittal No. 8, 12/98 |
| 00-16 | TOP SECRET Accounting and Control File | | General Records Schedule 18, Item 5a, Transmittal No. 8, 12/98 |
| | a. Registers maintained at control points to indicate accountability over TOP SECRET documents, reflecting the receipt, dispatch or destruction of the documents. | Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed. | |
| | b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing and comparable data. | Destroy when related document is downgraded, transferred, or destroyed. | Item 5b |

SECTION II – HUMAN RESOURCES MANAGEMENT (05)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 05-1 | <p>Employment Application File</p> <p>Applications, Optional Form 612, resumes, and other types of applications, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.</p> <p>a. Eligible applicants – current by priority, occupational groups and in alphabetical order.</p> <p>b. Ineligible applicants – rated and/or who have become available.</p> | <p>Destroy applications of persons rated ineligible or who have become unavailable after 2 years or receipt of report of OPM inspection whichever is earlier.</p> <p><i>NOTE: If facilities have not been inspected by OPM within 2 years, prior disposition approval must be obtained from OPM.</i></p> | National Archives Job No. II-NNA-2413, Item 1 |
| 05-2 | <p>Dummy Personnel Folders</p> <p>Copies of personnel documents.</p> | Destroy 1 year after separation of employee or 1 year after leaving a centralized position. | National Archives Job No. II-NNA-2413, Item 22 |
| 05-3 | <p>Supervisor's Personnel Files and Duplicate Official Personnel Folder (OPF) Documentation.</p> <p>a. Supervisors' Personnel Files</p> <p>Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.</p> <p>b. Duplicate Documentation</p> <p>Other copies of documents duplicated in OPF's not provided for elsewhere.</p> | <p>Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.</p> <p>Destroy when 6 months old.</p> | General Records Schedule 1, item 18, Transmittal No. 12, 7/04 |

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SECTION II – HUMAN RESOURCES MANAGEMENT (05)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--|---|---|--|
| 05-4 | Certificate of Eligibles File Certificates of eligible with related requests, forms, correspondence and statement of reasons for passing over a preference eligible and selecting a non-preference eligible and related material filed therein. | Destroy when 2 years old. | General Records Schedule 1, Item 5, Transmittal No. 12, 7/04 |
| 05-5 | VAF 5-4644a, Employee Record Card Employee record cards used for informational purposes outside of Personnel Service. | Destroy upon separation or transfer of employee. | General Records Schedule 1, Item 6, Transmittal No. 12, 7/04 |
| <i>NOTE: Effective December 31, 1994, the SF 7 card became obsolete. Agencies may use an internal agency form.</i> | | | |
| 05-6 | Employee Medical Folder (EMF) a. Long-term medical records as defined in 5 CFR Part 293, Subpart E. | | General Records Schedule 1, Item 21, Transmittal No. 12, 7/04 |
| | (1) Transferred employees. | See 5 CFR Part 293, Subpart E for instructions. | Item 21a(1) |
| | (2) Separated employees. | Transfer to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. | Item 21a(2) |
| | b. Temporary or short-term records as defined in the FPM. | Destroy 1 year after separation or transfer of employee. | Item 21b |

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SECTION II – HUMAN RESOURCES MANAGEMENT (05)
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| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| | c. Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to an FRC. | Destroy 60 years after retirement to FRC. | Item 21c |
| | <i>NOTE: Electronic master files and databases created to supplement or replace the records covered by 05-6c are not authorized for disposal. Such files must be scheduled on an SF 115.</i> | | |
| 05-7 | Employee's Recurring Health Schedule Card Employee's recurring health examination tests and vaccinations | Destroy after being replaced by a new card or after separation of employee. | National Archives Job No. II-NNA-2413, Item 15 |
| 05-8 | Chronological Journal File Copies of all personnel actions initiated within the Human (Personnel) Resources Service. | Destroy when 2 years old. | National Archives Job No. II-NNA-2413, Item 19 |
| 05-9 | Official Personnel Folder Records documenting employment history. The file provides basic reference data for all personnel purposes, including placement, training, promotions and relations. | | General Records Schedule 1, Item 1, Transmittal No. 12, 7/04 |
| | a. Transferred employees. | See Chapter 7 of The Guide to Personnel for instructions relating to folders of employees transferred to another Agency. | Item 1a |
| | b. Separated employees. | (1) Transfer folder to National Personnel Records Center (NPRC) 111 Winnebago, St., St. Louis, MO 63118, 30 days from date of separation. NPRC will destroy 65 years after separation from Federal service. | Item 1b |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| 05-10 | Position Number Control File Record of assigned positions and position numbers. | Destroy after last entry has been made in the register and after a new register is initiated. | National Archives Job No. II-NNA-2413, Item 24, (Nonrecord) |
| 05-11 | Qualification Card File Records maintained in card file by occupational groups, by series of classes, and alphabetically by name of employee within each series. | Destroy after replacement by a new card or after separation of the employees from VA or transfer to another facility. | National Archives Job No. II-NNA-2413, Item 27. |
| 05-12 | Reduction-In-Force Record File Record to document each employee's retention credits earned as a result of procedure to establish retention registers for reduction-in-force actions. | Dispose when superseded or employee is separated or transferred. | National Archives Job No. II-NNA-2413, Item 28 |
| 05-13 | Reduction-In-Force Register Consists of retention register prepared prior to a reduction-in-force for each competitive level affected including all employees in competition by group and subgroup. | | General Records Schedule 1, Item 17, Transmittal No. 12, 7/04 |
| | a. Correspondence and forms relating to pending personnel actions. | Destroy when action is completed. | Item 17a |
| | b. Retention Registers. | Destroy when 2 years old. | Item 17b(l) |
| | (1) Registers used to effect reduction- in-force actions. | | |

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SECTION II – HUMAN RESOURCES MANAGEMENT (05)
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|-----------------|--|--|---|
| | (2) Registers from which no reduction in-force actions have been taken. | Destroy when superseded or obsolete. | Item 17b(2) |
| | c. All other correspondence and forms. | Destroy when 6 months old. | Item 17c |
| 05-14 | Service Record Cards VA Form 5-4644, service record card used as official summaries of employment history to avoid frequent reference to official personnel folders. | Cards for employees separated or transferred on or after January 1, 1948, destroy 3 years after separation or transfer of employee. Cards for employees separated or transferred on or after January 1, 1948, Destroy 3 years after separation or transfer of employee. | General Records Schedule 1, Item 2, Transmittal No. 12, 7/04 |
| 05-15 | Position Identification Strips Strips such as Standard Form 7D, used to provide summary data on each position occupied. <i>NOTE: Effective December 31, 1994, SF 7D became obsolete.</i> | Destroy when superseded or obsolete. | General Records Schedule 1, Item 11, Transmittal No.12, 7/04 |
| 05-16 | Training Course File Training course records, plus training reports and surveys, related information. | Destroy after 3 years. | National Archives Job No. II-NNA- 2413, Item 34 12/98 |
| 05-17 | Wage Survey File Wage survey reports and data, working papers and related material concerning area wages paid for each employment class. EXCLUDING authorized wage schedules and wage survey recapitulation worksheets. <i>NOTE: Electronic master.</i> | Destroy after completion of second succeeding wage survey. | General Records Schedule 2, Item 38, Transmittal No.12, 7/04 |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| | <i>files and databases created to supplement or replace the records covered by this item are not authorized for disposal. Such files must be scheduled on a SF 115</i> | | |
| 05-18 | Offers of Employment File | | General Records Schedule 1, Item 4 Transmittal No. 12, 7/04 |
| | Correspondence, letters, and telegrams offering appointments to potential employees. | | |
| | a. Accepted offers. | Destroy when appointment is effective. | Item 4a |
| | b. Declined offers. | | |
| | (1) When name is received from certificate of eligibles. | Return to OPM with reply and application. | Item 4b(1) |
| | (2) Temporary or accepted appointment. | File with application (See 05-1). | Item 4b(2) |
| | (3) All others. | Destroy immediately. | Item 4b(3) |
| 05-19 | Position Classification File | | General Records Schedule 1, Item 7 Transmittal No. 12, 7/04 |
| | a. Position Classification Standards Files. | | |
| | (1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency. | Destroy when superseded or obsolete. | Item 7a(1) |
| | (2) Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval. | | |

SECTION II – HUMAN RESOURCES MANAGEMENT (05)
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| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|--|
| | (a) Case File. | Destroy 5 years after position is abolished or description is superseded. | Item 7a(2)(a) |
| | (b) Review File. | Destroy when 2 years old. | Item 7a(2)(b) |
| | b. Position Descriptions. Record copy of position descriptions, which include information on title, series, grade, duties and responsibilities, and related documents. | Destroy 2 years after position is abolished or description superseded. | Item 7b |
| | c. Survey Files. (1) Classification Survey Reports. Survey reports on various positions prepared by classification specialists, including periodic reports. | Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. | Item 7c(1) |
| | (2) Inspection, Audit and Survey File. Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluations. | Destroy when obsolete or superseded. | Item 7c(2) |
| | d. Appeals Files (1) Case files relating to classification appeals, excluding OPM classification certificates. | Destroy 3 years after case is closed. | Item 7d(1) |
| | (2) Certificates of classification issued by OPM. | Destroy after affected position is abolished or superseded. | Item 7d(2) |
| 05-20 | Employee Awards File | | General Records Schedule 1, Item 12, Transmittal No. 12, 7/04 |

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|----------|--|--|-----------|
| | a. General awards records, EXCLUDING those relating to departmental level awards | | |
| | (1) Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency sponsored cash and non-cash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance. | (1) Destroy 2 years after approval or disapproval. | Item 12a |
| | (2) Correspondence or memoranda pertaining to awards from other government agencies or private organizations. | (2) Destroy when 2 years old. | |
| | b. Length of Service and Sick leave Awards Files | | |
| | Records including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees. | Destroy when 1 year old. | Item 12b |

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|-----------------|--|--------------------------------------|--|
| | c. Letters of Commendation and Appreciation | | Item 12c |
| | Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder. | Destroy when 2 years old. | |
| | d. Lists or indexes to agency award nominations | | Item 12d |
| | Lists of nominees and winners, and indexes of nominations. | Destroy when superseded or obsolete. | |
| | e. Incentive Awards Program Reports | Destroy when 3 years old. | Item 13 |
| | Reports pertaining to the operation of the Incentive Awards Programs. | | |
| | f. Incentive Awards Program Register | Destroy 3 years old. | Item 13 |
| | Incentive awards, listings and related information. | | |
| 05-21 | Personnel Operations Statistical Reports | Destroy when 2 years old. | General Records Schedule 1, Item 16, Transmittal No. 12, 7/04 |
| | Statistical reports in the operating personnel office and subordinate units relating to personnel. | | |
| 05-22 | Employee Performance File System Records | | |
| | a. Non-SES appointees (as defined in 5 USC 4301(2)). | | General Records Schedule 1, Item 23 Transmittal No. 12 7/04 |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|------------------|
| | (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents. | Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in-grade notice. | Item 23(a)(1) |
| | (2) Performance records superseded through an administrative, judicial or quasi-judicial procedure. | Destroy when superseded. | Item 23(a)(2) |
| | (3) Performance-related records pertaining to a former employee. | | |
| | (a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating. | Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 05-9b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 05-22a(3)(b) of this schedule. | Item 23(a)(3)(a) |
| | (b) All other performance plans and ratings. | Destroy when 4 years old | Item 23a(3)(b) |

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| Item No. | Title and Description | Disposition | Authority |
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| | (4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based. | Destroy 4 years after date of appraisal. | Item 23a(4) |
| | (5) Supporting documents. | Destroy 4 years after date of appraisal. | Item 23a(5) |
| | b. SES appointees (as defined in 5 USC 3132a(2)). | | |
| | (1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. | Destroy when superseded. | Item 23b(1) |
| | (2) Performance-related records pertaining to a former SES appointee. | | |
| | (a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating. | Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal Service (see item 05-9b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 05-22a (3)(b) of this schedule. (see item 05-9b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 05-22a (3)(b) of this schedule. | Item 23b(2)(a) |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| | (b) All other performance ratings and plans. | Destroy when 5 years old, or when no longer needed, whichever is sooner. | Item 23b(2)(b) |
| | (3) All other performance appraisals along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214). | Destroy 5 years after date of appraisal. | Item 23b(3) |
| | (4) Supporting documents. | Destroy 5 years after date of appraisal. | Item 23b(4) |
| | <i>NOTE: Performance records pertaining to presidential appointees must be scheduled by submitting an SF 115.</i> | | |
| 05-23 | Financial Disclosure Reports | | |
| | a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521). | | General Records Schedule 1, Item 24 Transmittal No. 9, 4/03 |
| | (1) Records including SF 278A for individuals filing according to Section 101b of the Act, and not subsequently confirmed by the U.S. Senate or elected. | (1) Destroy 1 year after nominee ceases to be under consideration for appointment, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. | Item 25a(1) |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| | (2) All other records including SF 278. | (2) Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. | Item 25a(2) |
| | b. All other statements of employment and financial interests and related records, including confidential statements. | Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation. | Item 25b(2) |
| 05-24 | EEO (Equal Employment Opportunity) Records | | |
| | a. Official Discrimination Complaint Case Files | Destroy 4 years after resolution of case. | General Records Schedule 1, Item 25a, Transmittal No. 12, 7/04 |
| | Originating agency's file containing complaints with related correspondence reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court. | | |
| | b. Copies of Complaint Case Files | | Item 25b |
| | Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files. | Destroy 1 year after resolution of case. | |
| | c. Background Files | | Item 25c |
| | Background records not filed in the Official Discrimination Complaint Case Files. | Destroy 2 years after final resolution of case. | |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|------------------|
| | d. Employee Housing Requests | | Item 25e |
| | Forms requesting agency assistance in housing matters, such as rental or purchase. | Destroy when 1 year old. | |
| | e. Employment Statistics files | | Item 25f |
| | Employment statistics relating to race and sex. | Destroy when 5 years old. | |
| | f. EEO General Files | | Item 25g |
| | General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972 and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports. | Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. | |
| | g. EEO, AAP (Affirmative Action Plans) | | Item 25h |
| | (1) Facility copy of consolidated AAP(s). | Destroy 5 years from date of plan. | |
| | (2) Facility feeder plan to agency consolidated AAP(s). | Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. | |
| | (3) Report of on site-reviews of Affirmative Action Programs. | Destroy 5 years from date of report. | |

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SECTION II – HUMAN RESOURCES MANAGEMENT (05)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 05-25 | Personnel Counseling Records | | General Records Schedule 1, Item 26, Transmittal No. 12, 7/04 |
| | a. Counseling Files. | Destroy 3 years after termination of counseling. | |
| | Reports of interviews, analyses and related records. | | |
| | b. Alcohol and Drug Abuse Program | Destroy when 3 years old. | |
| | Records created in planning, Records created in planning coordinating and directing an alcohol and drug abuse program. | | |
| 05-26 | Labor Management Relations Records | | General Records Schedule 1, Item 28, Transmittal No. 12, 7/04 |
| | a. Labor Management Relations General and Case Files | | |
| | Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups: | | |
| | (1) Office negotiating agreement. | Destroy 5 years after expiration of agreement. | |
| | (2) Other offices. | Destroy when superseded or obsolete. | |
| | b. Labor Arbitration, General and Case Files | | |
| | Correspondence, forms and background papers relating to labor arbitration cases. | Destroy 5 years after final resolution of case. | |

SECTION II – HUMAN RESOURCES MANAGEMENT (05)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 05-27 | Training Records | | |
| | a. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences. | Destroy when 5 years old or 5 years after completion of a specific training program. | General Records Schedule 1, Item 29, Transmittal No. 12, 7/04 |
| | b. Background and work papers | Destroy when 3 years old. | |
| | c. Employee training. | | |
| | Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government or non-government institutions. | Destroy when 5 years old or when superseded or obsolete, whichever is sooner. | |
| | d. Course Announcement Files | | |
| | Reference file of pamphlets, notices, catalogs and other records, which provide information on courses or programs offered by government or non-government organizations. | Destroy when obsolete. | Nonrecord |
| 05-28 | Administrative Grievance, Disciplinary and Adverse Action File | | General Records Schedule 1, Item 30a, Transmittal No. 12, 7/04 |
| | a. Administrative Grievance File (5 CFR 771) | | |

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SECTION II – HUMAN RESOURCES MANAGEMENT (05)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--------------|--|--|--|
| | <p>Records relating to grievances raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.</p> | Destroy 6 years after case is closed. | |
| | <p>b. Adverse Action Files (5 CFR 752) and Performance-Based Actions</p> | | |
| | <p>Case files and records related to adverse actions and performance based actions (removal, suspension, reduction-in-grade, furlough) against employees. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF. <i>NOTE: VA has determined that the above records are to be retained for 6 years.</i></p> | Destroy 6 years after case is closed. | Item 30b |
| 05-29 | Personal Injury File | | General Records Schedule 1, Item 31, Transmittal No. 12, 7/04 |
| | <p>Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.</p> | Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cut off. | |

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SECTION II – HUMAN RESOURCES MANAGEMENT (05)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| 05-30 | Merit Promotion Case File Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluation of candidates. | Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner. | General Records Schedule 1, Item 32, Transmittal No. 12, 7/04 |
| 05-31 | Daily Record File Daily record of employees emergency treatment in Health Unit (Sign-in-Sheet). | Destroy after 2 months. | National Archives Job No. 11-NNA-2413, Item 13 |
| 05-32 | Exit Interview File Exit interview records and related material. | Destroy 1 year after close of calendar year involved. | National Archives Job No. II-NNA-3359, Item 1 |
| 05-33 | Fee Basis WOC, Consultant, and Attending File Applications for employment, Letters of designation, letters of termination of services and related material. | Destroy 1 year after termination of service. | National Archives Job No. II-NNA-2502, Item 1 |
| 05-34 | Temporary Employee Personnel Record a. All copies of correspondence and forms maintained on the left side of the official personnel folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service I-9 and performance related records. b. Immigration and Naturalization Service Form I-9. | Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF. See item below and item 05-22 for disposition of temporary performance-related records Destroy 3 years after employee separates from service or transfers to another agency. | General Records Schedule 1, item 10, Transmittal No. 12, 7/04 |

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SECTION II – HUMAN RESOURCES MANAGEMENT (05)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 05-35 | History File for Special Salary Rates | | National Archives Job No. N1-15-96-1, Item 1 |
| | a. Original authorizations to establish adjust or cancel special salary rates, evaluation worksheets and supporting documentation, salary survey data, justification for setting rates, and other background and supporting documents. This file is maintained at VA field locations. | Destroy evaluation worksheets, salary survey data, justification for setting salary rates, and other background and supporting documents after completion of the second succeeding salary survey. Destroy original authorization after 15 years and after the purpose for which it was created has been met. | |
| | b. Copies of authorizations to establish adjust or cancel special salary rates, copies of evaluation worksheets and supporting documentation, copies of salary survey data, copies of background and supporting documents. This file is maintained at VA Central Office. | Destroy after 3 years. | |

SECTION III - RECREATION THERAPY SERVICE (117D)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 117D-1 | Activity Worksheet File Records indicating recreation therapy and activity assignments, number of patients attending activities, determining monthly activities, number of volunteer workers for the month and related material. | Destroy after 30 days. | Nonrecord |
| 117D-2 | Clearance Record File Record of clearance for recreation therapy and recreation activities from staff physicians for patient participation. | Destroy when patient is discharged. | Nonrecord |
| 117D-3 | Equipment Charge-Out File Record of equipment charged out to patients during period of hospitalization. | Destroy when equipment is returned. | Nonrecord |
| 117D-4 | (RESERVED) | | |
| 117D-5 | (RESERVED) | | |
| 117D-6 | (RESERVED) | | |
| 117D-7 | Patient Record Card File Cards indicating current patient recreation therapy load. | Destroy after discharge of patient. | Nonrecord |
| 117D-8 | Volunteer Workers Record File Volunteer worker information card. | Destroy after information has been transferred to volunteer record of continuing service in VAVS. | National Archives Job No. II-NN-3270 |

SECTION IV - OFFICE OF RESEARCH AND DEVELOPMENT (12)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|--|
| 12A-1 | <p>Research and Development (R&D) Activities Folder File</p> <p>All research proposals submitted by VA field facilities to VA Central Office that are approved and funded. Specifically, the information consists of the description of the project, methodology, funding requirements, recommendation by the, Merit Review Board, progress reports, site visit reports, committee reports and other records pertaining to research projects.</p> | | National Archives Job No. NCI-15-82-7, amended 10/4/05 |
| | a. Hardcopy. Permanent | Close file at the conclusion of the R&D Project. Cut-off closed files at the end of the fiscal year. Transfer to the National Archives and Records Administration (NARA) in 5 year blocks 30 years after cut-off.. | Item 1 |
| | b. Microfilm | <i>NOTE: Microfilming of records has been discontinued.</i> | Item 2a |
| | (1) Master and one positive copy. Permanent. | (1) Retire immediately to the Washington National Records Center (WNRC). Offer to NARA when 30 years old. | |
| | (2) Reference Copy. Temporary | Retain in the originating office. Destroy when no longer needed for reference purposes. | Item 2b |

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SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| 90-1 | Purchase Order Register Registers of purchase orders. | Destroy 2 years from date of register. | General Records Schedule 3, Item 8, Transmittal No. 8, 12/98 |
| 90-2 | Schedule File Schedule of contracts, amendments, changes, etc. | Destroy 3 months after expiration or cancellation of contract. | National Archives Job No. II-NNA-2540 |
| 90-3 | Contract File (On-Site-Audit) Contract records of agreements entered into between the VA and an individual firm, corporation, institution, state or local government, or another Federal agency, under which monies are disbursed for construction, supplies, equipment or services. These records include but are not limited to the following: a. Procurement or purchase organization copy, and related papers. (1) Transaction dated on or after July 3, 1995, (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"). (a) Transactions that exceed the simplified acquisition threshold AND all construction contracts exceeding \$2,000. (b) Transactions at or below the simplified acquisition threshold AND all construction contracts at or below \$2,000. (2) Transactions dated earlier than July 3, 1995. | Destroy 6 years and 3 months after final payment. Destroy 3 years after final payment. | General Records Schedule 3, Item 3, Transmittal No. 8, 12/98 <i>NOTE: Disposal of records that pertain to American Indians has been suspended per GSA FPMR Bulletin B-124, Supp. 4, dated February 27, 1985.</i> |

SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--|---|---|--|
| | (a) Transactions that utilize other than small purchase procedures AND all construction contracts exceeding \$2,000. | Destroy 6 years and 3 months after final payment. | |
| | (b) Transactions that utilize small purchase procedures AND all construction contracts under \$2,000. | Destroy 3 years after final payment. | |
| | b. Obligation Copy. | Destroy when funds are obligated. | |
| | c. Other copies of records described above used by component elements of a procurement office for administrative purposes. | Destroy upon termination or completion. | |
| | d. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR4.601 for transfer to FPDS. | Destroy or delete when 5 years old. | |
| <i>NOTE: Unique procurement files are not covered. With the standardization of the government-wide procurement process under FAR, such files are unlikely to exist. However, if an agency believes that a procurement file has long-term research value, the department's records officer should submit an SF 115.</i> | | | |
| 90-4 | Vendor Performance File Record of vendor performance containing purchase document number with data relating to follow-up or delinquent deliveries, rejections, declaration of intent to default, and default by contractor. | Destroy after 2 years from completion of contract, or 2 years after vendor becomes inactive in bidding (whichever comes first). | National Archives Job No. NN-170-44, Item 1 |
| 90-5 | Form /Form Letter/Publication File Advisory and Procurement Card, back orders, stock control card, title insert, local or equivalent forms used for the same purpose. | Destroy 1 year after supersession or deletion. | National Archives Job No. 11-NNA-1192, Item 14 |

SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 90-6 | Forms and Publications Requests File Requisition for administrative forms, requisition for publications and related material. | Destroy 6 years and 3 months after final payment. | General Records Schedule 3, Item 3, Transmittal No. 16, 3/06 |
| 90-7 | Mailing or Distribution List File Mailing or distribution lists. | Destroy after mailing or distribution list is replaced by a new list. | General Records Schedule 13, Item 4a, Transmittal No. 8, 12/98 |
| 90-8 | Real Estate Lease File Invitation bid and award, joint Conditions for rental of space, Survey and Condition Report, leases, letters of acceptance, letters of authority, notice of change of ownership, notice of renewal, occupancy agreement, statement agreement, and statement of material fair rental value and related material. | Destroy 3 fiscal years after close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later. | General Records Transmittal No. 8, Schedule 15, Item 4, 12/98 |
| 90-9 | Bills of Lading Issued File Canceled bills of lading, United States Government bills of lading and continuation sheet, detention of vehicle records, and related information. | Destroy 6 years after the period of the account. | General Records Schedule 9, Item 1a, Transmittal No. 8, 12/98 |
| 90-10 | Bills of Lading Issued Register Register of bills of lading issued. | Destroy 1 year after all entries are cleared. | General Records Schedule 9, Item 4b, Transmittal No. 8, 12/98 |

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SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 90-11 | Bills of Lading Received File Carriers' way bill, United States Government bill of lading and continuation sheet, detention of vehicle records and related material. | Destroy 6 years after the period of the account. | General Records Schedule 9, Item 1c, Transmittal No. 8, 12/98 |
| 90-12 | Bills of Lading Received Register Register of bills of lading received. | Destroy 1 year after all entries are cleared. | General Records Schedule 9, Item 4b, Transmittal No. 8, 12/98 |
| 90-13 | Shipments Not Covered by Bill of Lading Register Register of shipments not covered by government bills of lading. | Destroy 2 years after date of final entry on register. | National Archives Job No.II-NN-169-48, Item 1a |
| 90-14 | Supply Processing and Distribution (SPD) Requisition File SPD computer generated requisitions (Secondary Pick Tickets) or written requests for supplies from clinical areas. | Destroy after 30 days. | National Archive Job No. II-NN-3426s, Item 1 |
| 90-15 | Master Item List File Records indicating types of stock items maintained in SPD (Primary) and identification numbers (item Master Number) for each. | Destroy when replaced by new master item list. | National Archives Job No. II-NN-3246, Item 2 |
| 90-16 | Sterilization Record File Charts/printouts recording sterilization of items in SPD, lab reports of sterilized cultures (Biological Indicators), sterilization registers and related material. | Destroy after 36 months. | National Archives Job No.II-NCI-15- 81-7, Item 1 |

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SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 90-17 | Tray Layout Card File Cards/instrument sheets indicating names and numbers of each SPD tray or set of items. The name and number of each item in the tray or set and photographs or each complete tray or set. | Destroy when replaced by card and photograph or when the tray or set is discontinued. | National Archives Job No. II-NN-3426, Item 4 |
| 90-18 | Tax Exemption Certification File U.S. Government Tax Exemption Certificate Accountable (voided copies), U.S. Government Tax Exemption Certificate (Tabulation Exemption Certificate (Tabulation Sheet), U.S. Government Tax Exemption Identification Card. | Destroy tax certificate books, including voided certificates, 3 years after the period covered by the related account. Destroy U.S. Government Tax Exemption ID card 3 years after period covered by the related account. | |
| 90-19 | Solicited and Unsolicited Bids and Proposal File | | General Records Schedule 3, Item 5, Transmittal No. 8, 12/98 |
| | a. Successful bids and proposals. | Destroy with related contract case files. | Item 5a |
| | b. Solicited and unsolicited unsuccessful bids and proposals. | | |
| | (1) Relating to small purchases as defined in the Federal Acquisition Regulation 48 CFR, Part 13. | Destroy 1 after date of award or final payment whichever is later. | Item 5b(1) |
| | (2) Relating to transactions above, the small purchase limitation in 48 CFR, Part 13. | | |
| | (a) When filed separately from the contract file. | (a) Destroy when related contract is completed. | Item 5b(2)(a) |
| | (b) When filed with contract case file. | (b) Destroy with related contract file (See Item 90-20). | Item 5b(2)(b) |

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SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| | (c) Canceled Solicitations File. | | |
| | 1. Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations), which were, canceled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation. | Destroy 5 years after date of cancellation. | Item 5c(1) |
| | 2. Unopened Bids. | Return to bidder. | Item 5c(2) |
| 90-20 | General Procurement File Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment and other records described in the Federal Acquisition Regulation, 48 CFR, Part 13. | | General Records Schedule 3, Item 3, Transmittal No. 8, 12/98 <i>NOTE: These are site audit records.</i> |
| | a. Procurement or purchase organization copy, and related papers. | | |
| | (1) Transaction dated on or after July 3, 1995, (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"). | | |
| | (a) Transactions that exceed the simplified acquisition threshold AND all construction contracts exceeding \$2,000. | Destroy 6 years and 3 months after final payment. | Item 3a(1)(a) |

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SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|------------------|
| | (b) Transactions at or below the simplified acquisition threshold AND all construction contracts at or below \$2,000. | Destroy 3 years after final payment. | Item 3a(1)(b) |
| | (2) Transactions dated earlier than July 3, 1995. | | |
| | (a) Transactions that utilize other than small purchase procedures AND all construction contracts exceeding \$2,000. | Destroy 6 years and 3 months after final payment. | Item 3a(2)(a) |
| | (b) Transactions that utilize small purchase procedures AND all construction contracts under \$2,000. | Destroy 3 years after final payment. | Item 3a(2)(b) |
| | b. Obligation Copy. | Destroy when funds are obligated. | Item 3b |
| | c. Other copies of records described above used by component elements of a procurement office for administrative purposes. | Destroy upon termination or completion. | Item 3c |
| | d. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR4.601 for transfer to FPDS. | Destroy or delete when 5 years old. | Item 3d |

***NOTE:** Unique procurement files are not covered. With the standardization of the Government-wide procurement process under FAR, such files are unlikely to exist. However, if an agency believes that a procurement file has long-term research value. the Department's records officer should submit an SF 115.*

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SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|---|---|---|--|
| | c. Other copies of records described above used by component elements of a procurement office for administrative purposes. | Destroy upon termination or completion. | Item 3c |
| | d. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR4.601 for transfer to FPDS. | Destroy or delete when 5 years old. | Item 3d |
| <p><i>NOTE: Unique procurement files are not covered. With the standardization of the Government-wide procurement process under FAR, such files are unlikely to exist. However, if an agency believes that a procurement file has long-term research value, the Department's records officer should submit an SF 115.</i></p> | | | |
| 90-21 | Catalog Listing File Catalog listings (Expendable and Nonexpendable). | Destroy when superseded by new listing. | National Archives Job No. II-NNA-2540, Item 40 |
| 90-22 | Equipment Inventory List (formerly Consolidated Memorandum Receipt File) Adjustment voucher, certification as to condition of equipment in Personnel Quarters, consolidated memorandum receipt, list of personally owned property placed in official use, loaned property, request, turn-in, and/or receipt of property or services and related material. | Destroy the list 1 fiscal year after transfer of balances to new form. Destroy all other property accountability records after inventory and final adjustments have been made and the balance brought up to date on the consolidated memorandum receipt. | National Archives Job No. NN-169-48, Item 1f1 |
| 90-23 | (RESERVED) | | |

SECTION V - OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT (90)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| 90-24 | Excess Property File Authority to dispose of surplus property, circulation route sheets, combination requisition and shipping ticket and continuation sheet, excess property list, motor vehicle inspection, notification of excess serviceable stock, report of excess personal property, report of utilization disposal of personal property, and related material. | Destroy 1 fiscal year after disposition action has been completed. | National Archives Job No. NN-169-48, Item 1h |
| 90-25 | Gas Cylinder Register Gas Cylinder Register. | Destroy after 30 days registers that have been completely used and after all cylinders listed have been returned to the contractor. | National Archives Job No. II-NNA-2540 Item 44 |
| 90-26 | Issue Request File Issue request-expendable supplies, notification of issuance of flag. | Destroy 2 years after completion or cancellation of requisition. | General Records Schedule 3, Item 8a, Transmittal No. 8, 12/98 |
| 90-27 | Property Accountability File Adjustment Voucher, Consolidated Memorandum Receipt, Reports of Survey, Request, Turn-in and/or Receipts for Property or Services, and related material. | Destroy after final entry and after adjustments have been made and the balance brought up to date. | National Archives Job No. NN-169-48, Item 1f2 |
| 90-28 | Property Voucher File Adjustment Voucher, Application for United States Flag for Burial Purposes Bill for Collection (memorandum), Book Purchase Notice and Receipt, Credit Issue Voucher, Debit Voucher, Excess Property List, Issue Lists and Supporting Papers, Issue Request, Subsistence Supplies, Monthly Summary of Departmental Issues, Over, Short, and Damaged Periodical Notification Lists, Receipt Document, and Credit Issue Voucher (VCS). | Remove to the records storage area after 1 fiscal year. Destroy after 2 years in the records storage area. | National Archives Job No. NN-169-48, Item 1 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| 90-29 | Property Voucher Register Property Voucher Register. | Remove to the records storage area 1 fiscal years after date of final entry. Destroy 2 fiscal years after date of final entry. | National Archives Job No. NN-169-48, Item 1j |
| 90-30 | Transaction Register Expendable and Inactive Transaction Register. | Remove to the records storage area 1 fiscal year after date of final entry. Destroy 4 fiscal years after transfer to the records storage area. | National Archives Job No. NN-169-48, Item 1K |
| 90-31 | (RESERVED) | | |
| 90-32 | Total Control Register File Total Control Register File (Log 1). | Destroy after 1 fiscal year. | National Archives Job No. NN-169-48, Item 1m |
| 90-33 | Requisition Register Requisition Registers | Destroy 2 fiscal years after date of final entry. | National Archives Job No. NN-169-48, Item 1n |
| 90-34 | Supply Requisition File Combination Requisition and Shipping Ticket, and Continuation Sheet, Report of Survey, Request for Initial Equipment, Request Turn-in, and/or Receipt for Property or Services, Requisition for Detergent Item, Shipping Document, and related material (Requirements Analysis Listing). | Destroy 2 fiscal years after completion or cancellation of requisitions. | National Archives Job No. NN-169-48, Item 1o |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 90-35 | Equipment and Testing File Testing reports of equipment, products, and related material. | Destroy after 3 years, original and/or copies in the VA Marketing Center and CO, Office of Acquisition and Materiel Management. Destroy field facility copies after 1 year. | National Archives Job No.II-NN-169-55, Item 1a Item 1b |
| 90-36 | (RESERVED) | | |
| 90-37 | (RESERVED) | | |
| 90-38 | Supply Fund Management Plan Item withdrawn per DAS for Acquisition and Materiel Management (90B). | | |
| 90-39 | Hearing Aid and Stump Sock Record File (Denver Distribution Center) Stump sock records, hearing aid repair and battery records or equivalent. | a(1). Retain the current and immediate prior completed cards. a(2). Dispose of immediately all other completed cards. b. Dispose of immediately, cards: (1) Of deceased beneficiaries. (2) After termination of eligibility. | National Archives Job No. NN-166-74 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--------------|---|--|--|
| | | (3) When items are no longer medically indicated. | |
| | | c. Dispose of card or delete information after 3 continuous years of inactivity. | |
| 90-40 | Hearing Aid and Stump Sock Request File (Denver Distribution Center) Requests for stump socks, hearing aids, and hearing aid batteries. | Destroy after 1 year. | National Archives Job No. NN-352-S215 |

***NOTE:** Pursuant to NARA procedures, records appraised as temporary may be stored on any medium that ensures maintenance of the information until its authorized disposal.*

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SECTION VI - MEDICAL SERVICE (111)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|--|---|
| 111-1 | <p>Electrocardiograph Tracing File (EKG)</p> <p>Includes Phonocardiograms, Echocardiograms, Nuclear Cardiac Scans and Vecto-cardiograms. This series of records consists of EKG tracings maintained in the patient's medical records folder file. The tracings maintained in the patient's medical records consist of cut-out portions of the original tracings which are filed with the Electrocardiograph Report, Standard Form 520. Clinic copies consist of reproductions or photocopies of the original tracings.</p> <p>a. EKG tracings.</p> <p>(1) Tracings of VA Beneficiaries</p> <p>(a) File cutout portions in the patients' medical records along with the EKG Report, SF 520.</p> <p>(b) Residue of original Tracings,i.e., portions of the original tracings not required for filing in the medical folder.</p> <p>(c) Copies of tracings retained in the Cardiology Clinic.</p> <p>(d) Microfilm of tracings Master and one positive copy microfilm will be inspected every 2 years for quality, per 41 CFR 101-11.507.2</p> <p>(2) Tracings of Non-VA Beneficiaries.</p> | <p>Disposal requirement suspended pending appraisal of tracings in electronic format</p> | <p>National Archives Job No. NCI-15-83-16</p> |

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SECTION VI - MEDICAL SERVICE (111)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--|---|--|---|
| 111-2 | <p>Tuberculosis Case Register Card File</p> <p>Inactive tuberculosis cases register cards.</p> | Destroy inactive cards after 2 years. | National Archives Job No. NN-169-55 |
| 111-3 | <p>Cardiac Catheterization Film (motion picture)</p> <p>Original film of the images of the heart, including a visual record of the insertion and passage of a catheter (thin flexible tube) through an artery into the heart.</p> | Destroy 20 years after the last episode of patient care. | National Archives Job No. N1-015-96-3 |
| <p><i>NOTE: Films required for research, legal, and clinical purposes may be retained for a longer period of time.</i></p> | | | |
| 111-4 | <p>Echocardiogram Video Cassette Recording Tapes (Records)</p> <p>Echocardiogram recording tapes captures video images of the position and motion of the heart by ultrasound waves directed through the chest. It specifically contains video images showing the position and motion of the heart.</p> | Cut-off at the end of the year in which the last image has been captured and a report filed in the patient's health record. Destroy 5 years after cut-off. | National Archives Job No. N1-015-07-1, 8/1/07 |

SECTION VI - MEDICAL SERVICE (111)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|--|
| 111-5 | <p data-bbox="250 401 662 426">Emergency Room Register (Log)</p> <p data-bbox="250 474 721 869">This file is used to record basic information relating to patient visits to VA emergency rooms. It contains information such as patients' names and addresses, last four digits of Social Security Numbers, time and date of admittances, service of doctor, mode of arrival, i.e., ambulance or personal or public transportation, dates(s) of arrival and departure, and any fees or charges related to the emergency medical care. This file is media neutral..</p> | Destroy or delete when 1 year old, or 1 year after date of the latest entry, which ever is appropriate. | National Archives Job No. NN-169-55 |

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SECTION VII - SURGICAL SERVICE (112)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|-------------------------|---|
| 112-1 | Operation Log File Operation logs, which indicate type of operation, date, patient's name, surgeon, assistant scrub nurse, sponge count, anesthetist, agent, method, pre operation and post operation diagnoses, complications, and other information. | Destroy after 20 years. | National Archives Job No. N1-015-94-2, Item 1 |
| 112-2 | Schedule of Operation File Workload data consisting of the date the surgery was performed, members of the surgical and nursing teams, and other information pertaining to the surgery of a patient. | Destroy after 3 years. | Item 2 |

NOTE: Duplicate files are destroyed when no longer needed for reference purpose.

SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 113-1 | Autopsy Protocol File Copies of autopsy protocols. | Destroy after 25 years. | National Archives Job No. NN-15-76-4, Item 1 |
| 113-2 | Blood Bank Monitoring File (Card) Cards indicating daily records of blood inspections, daily records of refrigerator temperatures, records of bacteriologic studies, and records of disposition of unused blood. | Destroy after 5 years. | National Archives Job No. NN-171-54, Item 1 |
| 113-3 | Blood Donor File Blood donor registration cards and related cross-index cards as to blood group and type. | Destroy 5 years after last donation. | National Archives Job No. NN-171-54, Item 2 |
| 113-4 | Blood Issue File Log book containing names of authorized persons to which blood was issued and a record of reissued blood. | Destroy 5 years after date of last donation. | National Archives Job No. NN-171-54, Item 3 |
| 113-5 | Blood Source File Log book indicating source from which blood was received; i.e., donor, Red Cross, contract blood bank, etc. | Destroy 10 years after last date of entry. | National Archives Job No. NN-166-139, Item 3 |
| 113-6 | Blood Transfusion Request and Record File Copies of the Clinical Record-Blood Transfusion indicating blood grouping, typing and compatibility tests. | Destroy after 5 years and after information has been recorded in the patient's Medical Records Folder File (or Consolidated Health Record). | National Archives Job No. NI-15-87-4, Item 20 |

SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| 113-7 | <p>Laboratory Examinations File</p> <p>Copies of laboratory reports on examinations of milk, cream, ice cream; frozen products; water and sewage effluent; and reports on bacterial counts on dishes, flatware, and equipment or on utensils used in preparation of food and supplying of bedside drinking water.</p> | Destroy after 6 months. | Nonrecord |
| 113-8 | <p>Laboratory Methods File</p> <p>Cards indicating approved methods and procedures for conducting various laboratory tests.</p> | Dispose of after becoming obsolete or when replaced by a new card. | Nonrecord |
| 113-9 | <p>Laboratory Reports File</p> <p>a. Patient Section. Copies of clinical record-laboratory reports on patients.</p> <p>b. Other Than Patient Section Original and copies of clinical record-laboratory reports used for examination of individuals other than patients, such as blood donors.</p> | <p>Destroy 30 days after the end of the reporting period and after original report has been filed in the patient's Medical Records Folder File (or Consolidated Health Record).</p> <p>Destroy after 6 months.</p> | <p>National Archives Job No. NI-15-87-4, Item 21a</p> <p>Item 21b</p> |
| 113-10 | <p>Morgue Record File</p> <p>Daily record of refrigerator temperature and copies of reports of inspection of morgues.</p> | Destroy after 3 months. | Nonrecord |
| 113-11 | <p>Tissue Examination Record File</p> <p>Copies of tissue examinations maintained in numerical order.</p> | Destroy when 25 years old and after report has been filed in the patient' Medical Records Folder Files (or Consolidated Health Record). | National Archives Job No. N1-15-87-4, Item 22 |

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SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 113-12 | Test Requisition File Requisitions and related documents used by the provider to request that the laboratory perform certain tests on a patient. | Destroy after 2 years. | National Archives Job No. N1-15-99-2, Item 1, 8/11/00 |
| 113-13 | Test Record File Documents that record the results of the test, the date, the name of the individual who performed the test, and the name of the individual who verified the test. | Destroy after 2 years. | National Archives Job No. N1-15-99-2, Item 2, 8/11/00 |
| 113-14 | Laboratory Copies Test Reports (Preliminary, final, corrected) Reports that provide results of a particular test on a particular patient, the identification of the laboratory performing the test and the reference range of values. | Destroy 2 years after date of the report. | National Archives Job No. N1-15-99-2, Item 3, 8/11/00 |
| 113-15 | Pathology Test Reports Pathologist's reports including supporting documents. | Destroy 25 years after date of the report. | National Archives Job No. N1-15-99-2, Item 4, 8/11/00 |
| 113-16 | General Laboratory Quality Control Records and Proficiency Test Surveys Records that document the results of control testing performed on a equipment, the validation testing of a equipment, the monitoring of the temperature in an incubator or refrigerator or other indicators to ensure that the laboratory is performing quality work. | Destroy after 2 years. | National Archives Job No. N1-15-02-04, Item 1, 12/19/02 |

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SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|---|
| 113-17 | <p>Test Procedures File</p> <p>Files consist of documents that instruct an individual how to perform a laboratory test.</p> | Destroy 2 years after the procedures have been discontinued. | National Archives Job No. N1-15-99-2, Item 6, 8/11/00 |
| 113-18 | <p>Proficiency Testing Records</p> <p>Documents that record the date of the proficiency test, type of test, instrument used, if appropriate, results and individual performing the test.</p> | Destroy after 2 years. | National Archives Job No. N1-15-99-2, Item 7, 8/11/00 |
| 113-19 | <p>Records of Remedial Action after Proficiency Testing (PT) Failure</p> <p>Records that document the corrective action taken by the laboratory that fails a particular proficiency sample.</p> | Destroy after 2 years. | National Archives Job No. N1-15-99-2, Item 8, 8/11/00 |
| 113-20 | <p>Instrument Maintenance Records</p> <p>Records that document the date and type of preventive maintenance performed on laboratory equipment.</p> | Destroy after 2 years. | National Archives Job No. N1-15-99-2, Item 9, 8/11/00 |
| 113-21 | <p>Instrument Maintenance Records (repairs, parts, and replacement records)</p> <p>Records that record repairs made, who performed the repairs, and the date the repairs were made.</p> | Destroy after the instrument is no longer utilized and is removed from service. | National Archives Job No. N1-15-02-04, Item 2, 12/19/02 |
| 113-22 | <p>Personnel Records</p> <p>a. Records consist of correspondence, forms and other records duplicated in the individual's official personnel folder (OFP).</p> <p>b. Records contain competency assessments and proficiency training documents.</p> | <p>Destroy after 30 years.</p> <p>Destroy after 5 years.</p> | National Archives Job No. N1-15-02-04, Item 3, 12/19/02 |

SECTION VIII - LABORATORY SERVICE (113)
 (All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 113-23 | Body Fluids Specimens taken from patients for laboratory testing. | Destroy 48 hours after results are reported. | Nonrecord |
| 113-24 | Peripheral Blood Smears, Body Fluids Smears Glass slides with a drop of either blood or body fluid affixed to them. | Destroy after 7 days. | Nonrecord |
| 113-25 | Bone Marrow Smears Glass slides with a drop of bone marrow affixed to them. | Destroy after 20 years. | Nonrecord |
| 113-26 | Permanently Stained Slides for Microbiology (e.g., gram, triochrome, etc.) A sample of a colony or specimen placed on a glass slide, affixed and stained with one or more of a variety of stains. | Destroy after 7 days. | Nonrecord |
| 113-27 | Specimens from Blood Bank Donors and Recipients Samples of blood taken from individuals who donate blood and those who receive blood products. | Destroy 7 days after transfusion or 10 days after cross match. | Nonrecord |
| 113-28 | Donor and Recipient Records Records contain vital information on individuals who donate blood and patients who receive blood or blood products. | Destroy after 75 years. | National Archives Job No. N1-15-99-2, Item 17, 8/11/00 |

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SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|-------------------------|---|
| 113-29 | <p>Records of Employee Signatures, Initials, Identification Codes</p> <p>Records record the names, signatures, initials, and codes used to identify which employee performed either the complete test or a particular part of a test.</p> | Destroy after 75 years. | National Archives Job No. N1-15-99-2, Item 18, 8/11/00 |
| 113-30 | <p>Test Procedures (Transfusion Medicine) Manual</p> <p>Manual describes how to perform the various procedures that are used in Transfusion Medicine.</p> | Destroy after 5 years. | National Archives Job No. N1-15-02-04, Item 4, 12/19/02 |
| 113-31 | <p>Blood Bank Test Records and Reports</p> <p>Results of tests performed in Blood Bank.</p> | Destroy after 5 years. | National Archives Job No. N1-15-02-04, Item 5, 12/19/02 |
| 113-32 | <p>Blood Bank Quality Control Records and Proficiency Test Surveys</p> <p>Documentation of the results of quality control testing and any corrective actions that are taken, results of the proficiency testing and, if the test results are wrong, corrective actions that are taken.</p> | Destroy after 5 years | National Archives Job No. N1-15-02-04, Item 6, 12/19/02 |
| 113-33 | <p>Blood and Blood Products Quality Control Records</p> <p>Documentation of the quality control testing performed on blood and blood products.</p> | Destroy after 5 years. | National Archives Job No. N1-15-99-2, Item 22, 8/11/00 |

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SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 113-34 | Records of Permanently Deferred Donors Donor records of individuals who may never donate blood. | Destroy after 75 years. | National Archives Job No. N1-15-99-2, Item 23, 8/11/00 |
| 113-35 | Infectious Disease Records Documentation concerning infectious diseases identified in blood of donors or recipients. | Destroy after 75 years. | National Archives Job No. N1-15-99-2, Item 24, 8/11/00 |
| 113-36 | Tissue Banking Records for Transplantation Quality control records, superseded procedures, manuals, publications, storage temperature records. | Destroy after 5 years. | National Archives Job No. N1-15-02-04, Item 7, 12/19/02 |
| 113-37 | Histopathology Stained Slides Tissue slides that have been processed and stained. | Destroy 25 years from the date of the exam. | Nonrecord |
| 113-38 | Histopathology Blocks Paraffin blocks that contain patient tissue. | Destroy 10 years from the date of the exam. | Nonrecord |
| 113-39 | Wet Tissue Patient tissues that have not been affixed with a preservative. | Destroy 2 weeks after the date of the final report. | Nonrecord |

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SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|-------------------------|--|
| 113-40 | Reports (Surgical Pathology) Reports contain results of the review of tissue by pathologists. They include a diagnosis of the patient's health status. | Destroy after 25 years. | National Archives Job No. N1-15-99-2, Item 29, 8/11/00 |
| 113-41 | Accession Logs (Surgical Pathology) This log contains the list of tissues received, the patient identification and the laboratory number assigned to the specimen. | Destroy after 5 years. | National Archives Job No. N1-15-99-2, Item 30, 8/11/00 |
| 113-42 | Surgical Pathology Maintenance Records Records that document the date and type of preventive maintenance performed on laboratory equipment. | Destroy after 2years. | National Archives Job No. N1-1502-04, Item 8, 12/19/02 |
| 113-43 | Cytology Slides (negative, unsatisfactory) Glass slides with a patient samples affixed to them and stained for cytology examination. | Destroy after 5 years. | Nonrecord |
| 113-44 | Cytology Slides (suspicious, positive) Glass slides with patient samples affixed to them and stained for cytology examination. | Destroy after 25 years. | Nonrecord |
| 113-45 | Cytology Fine Needle Aspiration Slides Glass slides with a patient sample obtained by a fine needle aspiration affixed to them and stained for cytology examination. | Destroy after 25 years. | Nonrecord |

SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|--|
| 113-46 | Reports (Cytology) Official findings of the pathologist who reviewed the cytology slides. | Destroy after 25 years. | National Archives Job No. N1-15-99-2, Item 35, 8/11/00 |
| 113-47 | Accession Log Reports (Cytology) Reports contain the list of specimens received for cytology examination, the patient identification and the laboratory number assigned to the specimen. | Destroy after 5 years. | National Archives Job No. N1-15-99-2, Item 36, 8/11/00 |
| 113-48 | Wet Tissue (Autopsy) Patient tissues removed at autopsies that have not been affixed with a preservative. | Destroy 6 months after date of final report. | Nonrecord |
| 113-49 | Paraffin Blocks (Autopsy) Paraffin blocks that contain patient tissues that were removed at autopsy. | Destroy 10 years after date of final report. | Nonrecord |
| 113-50 | Slides (Autopsy) Glass slides with patient sample removed at the time of the autopsy examination. | Destroy 25 years after date of final report. | Nonrecord |
| 113-51 | Reports (Autopsy) Official findings of the pathologist after the performance of the autopsy and the review of the autopsy slides. | Destroy 25 years after date of final report. | National Archives Job No. N1-15-99-2, Item 40, 8/11/00 |

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SECTION VIII - LABORATORY SERVICE (113)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|--|
| 113-52 | <p>Accession Logs (Autopsy)</p> <p>List of specimens received from autopsies for examination; the patient identification and the laboratory number assigned to the specimen.</p> | Destroy 5 years after date of final report. | National Archives Job No. N1-15-99-2, Item 41, 8/11/00 |
| 113-53 | <p>Electronic Mail and Word Processing Applications (This record series applies to all records in this Section)</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal email directories on hard disk or network drives and copies on shared network drives that are used only to produce the record-keeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.</p> | <p>Destroy/delete within 180 days after the recordkeeping copy has been produced.</p> <p>Destroy when dissemination, revision, or updating is completed.</p> | National Archives Job No. N1-15-99-2, Item 3, 8/11/00 and N1-15-02-04, Item 10, 12/19/02 |
| 113-54 | <p>Tissue Banking Donor and Recipient Records for Transplantation</p> <p>Records include documents of source facility (original numeric or alphanumeric donor or lot identification and recipients or other final disposition of each tissue).</p> | Destroy after 75 years. | National Archives Job No. N1-15-02-04, Item 9, 12/19/02 |

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SECTION IX - RADIOLOGY SERVICE (114)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|---|
| 114-1 | X-ray Film Inventory File Stock control records showing by size the number of x-ray films received, used, and current balance on hand. | Destroy after 1 year and after films have been accounted for. | National Archives Job No. NN 350-S20, Item 2 |
| 114-2 | Radiation Monitoring File Reports of findings, tests reports and analyses, film badge reports, protection surveys, radiation exposure reports, reports of meter monitoring, related and similar material properly filed. | Destroy employee's records 1 year after separation or transfer of employee. Destroy general subjective records after 5 years. | National Archives Job No. NN-163-96, Item 1 |
| 114-3 | Radiation Protection Instruction File Radiation protection rules, procedures and instructions. | Destroy when obsolete, rescinded or replaced by current information. | Nonrecord |
| 114-4 | Radium and Radon Control File Shipment control records of radioactive substances and related materials. | Destroy after 2 years. | National Archives Job No. NN-163-96, Item 2 |
| 114-5 | Patient Therapy File (Radiology Service) Copies of treatment course records, therapy summaries, progress <i>Notes</i> , technical factors applied and related material. | Destroy 10 years after last date of activity and after record of treatment has been filed in the Medical Records Folder File (or Consolidated Health Record. | National Archives Job No. NI-15-87-4, Item 11 |
| 114-6 | (RESERVED) | | |

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SECTION IX - RADIOLOGY SERVICE (114)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|---|
| 114-7 | (RESERVED) | | |
| 114-8 | X-ray Film File (General) | | National Archives Job No. NI-15-87-4, Item 13 |
| | Exposed x-ray films other than military entrance and separation x-rays, copies of interpretations filed with the x-ray films, and facsimile reproductions of x-rays maintained at VA health care facilities, except those requested by the Medical Executive Committee for use in research, teaching, special studies, etc. | | |
| | a. Veterans' x-rays. | Destroy 5 years after date of last exposure or 10 years after separation from military service, whichever is later, and after a report has been filed in the Medical Records Folder File (or Consolidated Health Record). | Item 13a |
| | b. Non-veteran VA beneficiary x-rays. | Destroy 5 years after date of last exposure. | Item 13b |
| | c. VA employee x-rays showing no active disease, to include the original copy of the interpretation. | Retain as part of the Employee Medical Folder as defined in the Federal Personnel Manual (FPM), Chapter 293, Subpart E for instructions. | General Records Schedule 1, Items 21a and 21b, Transmittal No. 8, 12/98 |
| | d. VA employee x-rays showing active disease. | Retain as part of the Employee Medical Folder as defined in the Federal Personnel Manual (FPM), Chapter 293, and Subpart E for instructions. | General Records Schedule 1, Items 21a and 21b Transmittal No. 8, 12/98 |
| | <i>NOTE: While Employee Medical Folders are transferred to the NPRC (National Personnel Records Center), Civilian Personnel Records Center, St. Louis, MO., oversized x-rays should not be transferred to the NPRC. X-rays that fit inside the Employee Medical Folder without folding will be accepted by the NPRC.</i> | | |

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SECTION IX - RADIOLOGY SERVICE (114)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|---------------|---|---|--|
| | e. X-rays of non-VA beneficiaries who are not VA employees ("good Samaritan" cases). | Destroy when 1 year old. | National Archives Job No. NI-15-87-4, Item 13e |
| | f. Veterans' "Interim" x-rays which were made by the military service during the former service member's active military service and which were subsequently transferred to VA custody. | Destroy 5 years after x-ray is transferred to VA custody. | Item 13f |
| | g. X-ray facsimile reproductions. | Destroy after purpose has been served. | Item 13g |
| | h. X-rays that are unserviceable, unidentifiable, or otherwise unsuitable for diagnostic purposes because of faulty exposure or processing, cloudiness, discoloration, breaking, general deterioration, or unclear name and/or number of the patient. | Destroy immediately. | Item 13h |
| | i. Copies of x-ray interpretations, which are filed, with the x-rays (Original interpretations are filed in the Medical Records Folder File (or Consolidated Health Record). | Destroy when x-ray is destroyed. | Item 13i |
| 114-9 | X-ray Film File (Teaching) Exposed x-ray films of special interest and those having exceptional teaching value. | Destroy after 10 years and when no longer of value for teaching and educational purposes. | National Archives Job No. NI-15-87-4, Item 14 |
| 114-10 | X-ray Pathological Index File | Destroy when no longer of medical reference value or when card is replaced. | National Archives Job No. NI-15-87-4, Item 15 |

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SECTION IX - RADIOLOGY SERVICE (114)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|---|
| 114-11 | X-ray Register File Record of x-ray numbers assigned, films used and type of examinations. | Destroy 10 years after date of last entry in each bound volume. | National Archives Job No. II-NNA-1308, Item 8 |
| 114-12 | X-ray Film (entrance and separation) Army, Navy, and Air Force entrance and separation x-rays. | After completion of patient's episode of care at the applicable VA health care facility, Army, Navy, and Air Force entrance and separation x-rays should be returned to the NPRC, St. Louis, MO. These x-rays will be disposed of when 65 years old and in accordance with Federal Property Management Regulations and with concurrence of VA on each disposal action. | National Archives Job No. NCI-15-82-4, Item 1 |
| 114-13 | Mammography X-ray | Destroy 10 years after date of last exposure and after a report has been filed in the patient's medical record folder. | National Archives Job No. N1-015-96-2 |

SECTION X - GERIATRICS AND EXTENDED CARE (114B)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| 114B-1 | Unsuccessful Grant Application Files Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications for State Home Construction Grants. | Destroy 3 years after rejection or withdrawal. | National Archives Job No. I1-15-91-5, Item 1 |
| 114B-2 | (RESERVED). | | |
| 114B-3 | State Home Construction Grant Files Pre-applications, applications (SF 424s), technical reviews of design documents, environmental assessments, clearances for historic preservation requirements, and certifications of compliance with numerous Federal laws (Davis-Bacon Act, Rehabilitation Act, Civil Rights Act, etc.), bid tabulations, revised budgets based on bids, memoranda of agreements, substantive correspondence and other related documents | | National Archives Job No. NI-15-91-5 |
| | Hardcopy | Destroy after microfilming and after the microfilm has been verified as an adequate substitute for the hardcopy (paper) files. | Item 3a |
| | Master and Two Reference Copies | Master and one reference copy maintained by the Office of Geriatrics and Extended Care are to be destroyed 20 years after completion of project. Reference copy transferred to the Office of Facilities will be destroyed 20 years after completion of project. | Item 3b |

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SECTION XI - NUCLEAR MEDICINE SERVICE (115)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 115-1 | Nuclear Medicine License File Licenses issued by the Nuclear Regulatory Commission, which permit, approved VA hospitals to use radioactive material for diagnostic, therapy, teaching, and research purposes Amendments of Licenses; notices of violation; orders to show cause and related material. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NCI-15-76-23, Item 1 |
| 115-2 | Inspection Test and Survey File Records of surveys, inspections and tests of radiographic exposure devices, survey instruments and storage containers, and related material. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NCI-15-76-23, Item 9 |
| 115-3 | Radiation Monitoring File Monitoring equipment records measuring the dosage of radiation received, and related material. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | NRC (10 CFR 34, 20.401, 30.51 and |
| 115-4 | Nuclear Medicine Reports File Reports of exposure to radioactive material, reports of loss or theft of radioactive material, and any other report required by the Nuclear Regulatory Commission. Includes reports recording the amount of radiation used on VA patients or personnel. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | NRC (10 CFR 34 20-401, 30.51 |
| 115-5 | Radioactive Material Inventory and Control File Inventory and control records used to account for all radioactive material on hand by individual type, date received, method of distribution and disposition. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NCI-15-76-23, Item 8 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 115-6 | Nuclear Scan File – General Nuclear scans and copies of interpretations maintained for treatment purposes and not being used for purposes of teaching, active research or cooperative studies. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NI-15-87-4, Item 16a |
| 115-7 | Nuclear Scan Alphabetical Index File An alphabetical cross index to nuclear scans, which are filed numerically by social security numbers; annotated to reflect removal from Nuclear Scan File - General, and placed in Teaching or Research and Cooperative Studies Files. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NI-15-87-4, Item 17 |
| 115-8 | Nuclear Scan Pathological Index File Cards' indexing special interest scans, normal and abnormal, for medical reference purposes. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NI-15-87-4, Item 18 |
| 115-9 | Nuclear Scan File - Teaching Nuclear scans and copies of interpretations selected for teaching and educational purposes. | Disposition suspended pending reappraisal. | National Archives Job No. NI-15-87-4, Item 16b |
| 115-10 | Patient Therapy File Records of course treatment, therapy summaries, and progress <i>Notes</i> , therapeutic doses of radiopharmaceuticals received, and technical factors applied. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NI-15-87-4, Item 19 |
| 115-11 | Nuclear Scan File - Research and Cooperative Studies Nuclear scans and copies of interpretations selected for research and cooperative studies purposes. | Disposition suspended pending reappraisal. SF 115 submitted to NARA. | National Archives Job No. NI-15-87-4, Item 16c |

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SECTION XII - MENTAL HEALTH AND BEHAVIORAL SCIENCES SERVICE (116)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| 116-1 | Clinical Psychology Folder File <i>Notes</i> , psychological evaluations, recording sheets, psychological test material, and related material. | <p>a. Dispose of clinical psychology folders used in research projects after discharge of the patient, after 6 years of inactivity and after completion of the research project.</p> <p>b. Dispose of clinical psychology folders not used in research projects after discharge of the patient and after 6 years of inactivity and after completion of the research project, except folders retained for research purpose more than 20 years.</p> | National Archives Job No. NN-169-109, Item 1 |
| 116-2 | Mental Hygiene Folder File Detailed working <i>Notes</i> on the clinic therapists, records of therapy sessions, psychological data based on psychological test books, protocols and other psychological data, trial visit <i>Notes</i> , psychological evaluations, treatment and progress <i>Notes</i> , neurological examinations, physical therapy examinations, hospital reports of examinations, release of information documents, correspondence, and copies of initial, periodic, and closing reports which are filed in the patient's medical record folder file. | <p>a. Dispose of mental hygiene folder used in research projects after 6 years of inactivity and after completion of the research project.</p> <p>b. Dispose of mental hygiene folder not used in research projects after 6 years of inactivity.</p> | National Archives Job No. II-NNA-3191, Item 1 |
| 116-3 | Psychology Test Data and Worksheet File Psychological test material, <i>Notes</i> , worksheets, and related material. | Dispose of originals and copies after clinical psychologist examines the records and indicates that they are not required for reexaminations, training, and research purposes. | Nonrecord |

SECTION XII - MENTAL HEALTH AND BEHAVIORAL SCIENCES SERVICE (116)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| 116-4 | Homeless Providers Grant and Per Diem Files | | National Archives Job No. N1-15-98-4, |
| | Applications (initial and second), site designation documents, cost estimate records, schematic drawings, data relating to homeless demographics, payment documents to grant recipients, supporting letters, general correspondence, and correspondence relating to inspection drawings. | | Item 1 |
| | a. Files relating to applicants who were awarded vans. | Destroy after 5 years. | Item 1a |
| | b. Files relating to applicants who were awarded grants to construct, renovate, or acquire buildings for supportive housing or supportive services. | Destroy 10 years after the last grant payment has been issue. | Item 1b |
| | c. Files relating to applicants who receive per diem payment. | Destroy 10 years after last per diem payment has been issued. | Item 1c |
| | d. Electronic version of records created by electronic mail and word processing application. | Delete when recordkeeping copy is generated. | Item 1d |
| 116-5 | Unsuccessful Grant Application File | | Item 2 |
| | a. Applications, correspondence, and other documents pertaining to unsuccessful applications. | Destroy 2 years after the disapproval or withdrawal of the application. | Item 2a |
| | b. Electronic version of records created by electronic mail and word processing application. | Delete when recordkeeping copy is generated. | Item 2b |

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SECTION XIII - REHABILITATION MEDICINE SERVICE (117)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| 117-1 | Patient Index Card and Attendance Record File Index card and attendance records indicating patient's name, diagnosis, treatment and record of attendance in Physical Medicine and Rehabilitation Service by patients treated. Information is used for readmission purposes in the event the patient returns for treatment, and for administrative and reporting purposes. | Destroy 2 years after discharge patient. | National Archives Job No. NI-15-87-4, Item 9 |
| 117-2 | Rehabilitation Medicine Patient Folder File Copies of various clinical records and related documents used to record treatment and services provided to patients are combined in this file upon completion of treatment. | Destroy 2 years after discharge of patient, or when no longer needed by Chief, Physical Medicine and Rehabilitation Service (unusual or exceptional cases only), whichever is later, and after record of treatment has been filed in the Medical Records Folder File (or Consolidated Health Record). | National Archives Job No. NI-15-87-4, Item 10 |
| 117-3 | Volunteer Workers Record File Volunteer workers information card. | Destroy 6 months after volunteer ceases to work for the service. | National Archives Job No. II-NN-3270, Item 26 |

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SECTION XIV - NURSING SERVICE (118)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| 118-1 | Twenty Four (24) Hour Report File Twenty Four (24) Hour reports of patient's condition and nursing unit activities. | Destroy after 45 days. | National Archives Job No. II-NN-3426 |
| 118-2 | Alcohol and Narcotics Record File Alcohol and narcotics record where all items were dispensed on the ward. Alcohol and narcotics inventory and certification records. | Destroy after 2 years. <i>NOTE: After completion of the monthly alcohol and narcotics ward inspection, these records may be sent to the inactive records storage area pending expiration of the retention period.</i> | National Archives Job No. II-NN-3426 |
| 118-3 | Community Nursing Program File Copies of nursing care referral forms, copies of requests for community home nursing care (SC), copies of requests for community home nursing care (NSC), and related material. | Destroy after 30 days. <i>NOTE: The copy returned from the community-nursing agency is filed in the patient's medical record.</i> | National Archives Job No. II-NN-3426 |
| 118-4 | Detail Sheet File Detail sheets for identifying closed ward patients upon departure and return to ward. | Destroy after all listed patients have been returned to the ward or otherwise accounted for. | National Archives Job No. II-NN-3225 |
| 118-5 | Medication Card File Cards indicating types of medicines ordered by physicians and used by nurses for reference in preparation, administration, and recording of the medication. | Destroy after medicine was discontinued. | National Archives Job No. II-NN-3426 |
| 118-6 | Patient Count File Patient count forms used to identify closed ward patients at change of tour of duty. | Destroy 30 days after form is completed. | National Archives Job No. II-NN-3426 |

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SECTION XIV - NURSING SERVICE (118)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| 118-7 | Procedure Card File Cards outlining care and treatment for certain diseases and conditions. | Destroy when superseded by a new procedure. | National Archives Job No. II-NN-3426 |
| 118-8 | Daily Assignment File Daily assignments of Nursing Service personnel. | Destroy after 14 days. | National Archives Job No. II-NN-3426 |
| 118-9 | Information Data File Information data cards showing tours of duty, absenteeism, and assignments. | Destroy on separation or transfer of employee. | General Records Schedule 1, Item 6, Transmittal No. 8, 12/98 |
| 118-10 | Fee Basis Nurses File Copies of authorizations and invoices for medical service, individual record of visiting staff, visit record, applications for nurses in VHA, and related material. | Destroy 3 months after termination of service. | National Archives Job No. II-NN-3426 |
| 118-11 | Volunteer Worker File Volunteer worker information card. | Destroy 6 months after volunteer ceases to work for Nursing Service and after and after report has been made as to the number of hours worked. | National Archives Job No. II-NN-3426 |
| 118-12 | Tour of Duty Record File Tour of duty records of Nursing Service personnel. | Destroy after 30 days. | National Archives Job No. II-NN-3426 |
| 118-13 | Monthly Report of Restraint and Seclusion Information such as the patient's name, name of physician who ordered the type of restraint or seclusion action, type of restraint or seclusion, time of action, description of patient's behavior, etc. | Destroy after 2 years or after purpose has been served, whichever is sooner. | National Archives Job No. N1-15-95-3, Item 1 |

SECTION XIV - NURSING SERVICE (118)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 118-14 | Long-Term Care Patient Assessment Record (VA Form 10-0064a) Patient data such as name, Social Security Number, medical treatments, Security Number, medical treatments, selected diagnoses, etc. | Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup, to the master file, whichever is later. | General Records Schedule 20, Item 2a, Transmittal No. 7, 8/95 |

SECTION XV - PHARMACY SERVICE (119)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 119-1 | Federal Supply Schedule File Informational copies of VA Supply Schedules filed numerically by class to include amendments, changes, price lists, etc. | Destroy 3 months after expiration or cancellation of contract. | National Archives Job No. II-NN-3270 |
| 119-2 | Decentralized Contracts File Informational copies of drug contract with each individual firm, changes, amendments, price lists, etc. | Destroy 3 months after expiration or cancellation of contract. | National Archives Job No. II-NN-3270 |
| 119-3 | Purchase Order File Informational copies of purchase orders received from Supply Service on drugs ordered directly from contractors. | Destroy 2 years after date of order. | National Archives Job No. II-NN-3270 |
| 119-4 | Controlled Substance II Order File Schedule II narcotics orders. | Destroy after 3 years. | National Archives Job No. NN-166-175 |
| 119-5 | Schedule II and Schedule III Narcotics and Alcohol Register Alcohol, narcotic and exempt narcotics register. | Destroy after 3 years. | National Archives Job No. NN-166-175 |
| 119-6 | Excess Alcohol and Narcotics File Alcohol and narcotic orders (turn-in-slip), requests, turn-in and/or receipt for property and services. | Destroy after 3 years. | National Archives Job No. NN-166-175 |

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SECTION XV - PHARMACY SERVICE (119)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 119-7 | Formula Cards File Manufacturing formula and record card. | Destroy when replaced by new formula or after becoming obsolete. | National Archives Job No. II-NN-3270 |
| 119-8 | Inventory File Records indicating items on hand by name, number of units of each item, price per unit, and total inventory value. | Destroy after 3 years. | National Archives Job No. II-NN-3270 |
| 119-9 | Investigational Drug File Records indicating the name of new drugs being investigated, manufacturer or other source, amount and date received, expiration date, if any lot or control number, date of authority to use, serial number, date of prescription dispensed, name of prescribing physician or dentist and related material. | Destroy 3 years after investigation is completed. | National Archives Job No. NN-166-175 |
| 119-10 | Pharmacy Order File Pharmacy orders. | Destroy after 3 years. | National Archives Job No. NN-166-175 |
| 119-11 | Prescription File Prescription blanks. | Destroy after 3 years. | National Archives Job No. NN-166-175 |
| 119-12 | Standardization Recommendations File Recommendations for standardization of new drugs request, turn-in and/or receipt for property and services. | Destroy after 6 months or after drug is standardized. | National Archives Job No. II-NN-3270 |
| 119-13 | Stock Locator Index File Records indicating location of drugs in Pharmacy. | Destroy when drug is discontinued in stock. | National Archives Job No. II-NN-3270 |

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SECTION XV - PHARMACY SERVICE (119)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 119-14 | Stock Record Card File Records on unposted drugs ordered and received indicating amount, price, purchase order number, and contractor. | Destroy when drug is discontinued in stock. | National Archives Job No. II-NN-3270 |

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SECTION XVI – NUTRITION AND FOOD SERVICE (120)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 120-1 | Receipt File Field service receipts or equivalent and related material. | Destroy after close of fiscal year involved. | National Archives Job No. II-NN-3352 |
| 120-2 | Cost Accounting File Source documents for dietetic cost accounting of subsistence items including all necessary cost control records to ensure that all transactions affecting the fiscal account are accurately represented in the procedures. | Destroy after 6 months and when no longer required for reconciliation or informational purposes. | National Archives Job No. II-NN-3352 |
| 120-3 | Cost Analyses File Food cost analyses, i.e., analysis of price trends, usage studies, selected food items and any other analytical food cost studies. | Destroy after 3 fiscal years or when no longer of current value. | National Archives Job No. II-NN-3352 |
| 120-4 | Meal Ticket File (Patient) Patient meal ticket or equivalent. | Destroy upon change of diet or discharge of patient. | National Archives Job No. II-NN-3352 |
| 120-5 | Meal Ticket File (Employee) Employee subsistence passes (full and partial), individual meal authorizations and related material. | Destroy 30 days after close of issue period and after required reports have been prepared. | National Archives Job No. II-NN-3352 |
| 120-6 | Meal Control File Meal control records of meals served (patient, employee, guest, etc.) and costs and related material. | Destroy after 1 year. | National Archives Job No. II-NN-3352 |

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SECTION XVI – NUTRITION AND FOOD SERVICE (120)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 120-7 | Diet File Records of various diets, i.e., regular, bland, high protein, special, daily routine, etc., and related material. | Destroy when obsolete or when no longer of value for reference. | National Archives Job No. II-NN-3352 |
| 120-8 | Diet Prescription File Diet and equivalent orders issued by physicians. | Destroy when changed or after patient discharged. | National Archives Job No. II-NN-3352 |
| 120-9 | Menu File Menu records and related material issued daily, weekly, routinely, selectively, etc. | a. Destroy extra copies after purpose has been served. b. Dispose of yearly sets after close of next succeeding year. | National Archives Job No. II-NN-3352 |
| 120-10 | Recipe File Recipes of all types and kinds; standard, tested, etc., and related materials. | Destroy when obsolete or when no longer practical for use. | National Archives Job No. II-NN-3352 |
| 120-11 | Patient Education File Dietetic training material for patients, diet instructions, diet lists, special instructions for individuals and groups of patients. | Destroy when obsolete or no longer of training value. | National Archives Job No. II-NN-3352 |

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SECTION XVII - PROSTHETIC AND SENSORY AIDS SERVICE (121)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|--|
| 121-1 | Commercial Source Folder File Copies of invoices filed chronologically by date. | Destroy after 2 calendar years. | National Archives Job No. NN-170-65 |
| 121-2 | Record of Prosthetics Service File Record of Prosthetics Services. | Destroy 90 days after termination of death of beneficiary. Destroy inactive files after one continuous year of inactivity. <i>NOTE: Excluding those filed in the outpatient treatment folder.</i> | National Archives Job No. NN-170-65 |
| 121-3 | Orthopedic and Prosthetics Appliance Clinic Team Folder File Clinic <i>Notes</i> , consultation sheets, copies of clinical record, prescription and rating sheet (artificial limbs), narrative report and related material. | Destroy 90 days after eligibility is terminated or beneficiary is deceased (Originals are filed in the patient's medical records folder. | National Archives Job No. NN-170-65 |
| 121-4 | National Prosthetic Patient Database (NPPD) and Related Records NPPD and related records, hardcopy and electronic, document information on veterans who have received prosthetic, orthotic, sensory aids, and rehabilitative and home medical equipment. | | National Archives Job No. N1-15-01-4, 11/17/03 |
| 121-4a | Master File Files containing data on veterans who have received prosthetic, orthotic, sensory aids, and rehabilitative and home medical equipment. | Cut off at the end of fiscal year in which prosthetic procedure is concluded. Delete 3 years after cut off. | Item 1 |
| 121-4b | Backup Files Files containing identical data that have been captured from the master file. | Delete when the identical NPPD master file has been deleted or replaced by a subsequent backup file. | Item 2 |

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SECTION XVII - PROSTHETIC AND SENSORY AIDS SERVICE (121)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|------------------|
| 121-4c | Input Records Source records used to input data in the master files | Destroy after data have been entered into NPPD master file | Item 3 |
| 121-4d | Output Records Reports, printouts, screens of information, etc. | Destroy when the program official determines that they are no longer needed for administrative, legal, audit, or operational purposes. | Item 4 |
| 121-4e | Documentation File specifications, codebooks, user guides, output specifications, etc. | Destroy or delete when replaced or superseded. | Item 5 |
| 121-4f | Electronic Mail and Word Processing Applications Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. | | Item 6 |
| | (1) Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal email directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the record-keeping copy. | Delete within 180 days after the recordkeeping copy has been produced. | Item 6a |

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SECTION XVII - PROSTHETIC AND SENSORY AIDS SERVICE (121)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|------------------|
| | (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy when dissemination, revision, or updating is completed. | Item 6b |
| 121-5 | Home Improvement Structural Alterations (HISA) HISA claim documentation such as floor plans, vendor price estimates, pictures, authorization forms, home inspections, purchase orders, etc. Records are used to monitor HISA grants. | <i>NOTE: SF 115 submitted to NARA</i> | |
| 121-5a | Paper files Records used to create and update the electronic files. | | |
| 121-5b | Electronic files Electronic records located on shared network drives or the local Vista computer system. | | |
| 121-6 | Automobile Adaptive Equipment (AAE) AAE applications, copies of driver's licenses, vehicle registration, vendor estimates, invoices, authorization letters, etc. | <i>NOTE: SF 115 submitted to NARA</i> | |
| 121-7 | Home Respiratory Care Copies of oxygen prescriptions, patient education, vendor estimates and vendor respiratory reports. | <i>NOTE: SF 115 submitted to NARA</i> | |
| 121-8 | Prosthetic (Amputee) Copies of the artificial limb prescription, Amputee Clinic <i>Notes</i> , vendor estimates, authorization letters, purchase orders, etc. | <i>NOTE: SF 115 submitted to NARA</i> | |

SECTION XVIII - SOCIAL WORK SERVICE (122)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|---|
| 122-1 | Patient Index File Social Work Service Data Cards or other ADP generated listings of individual veterans, including basic identifying data. | a. Transfer active cards to inactive section after case is closed. b. Destroy inactive cards after 6 years of social work inactivity and after discharge of patient. <i>NOTE: When a case is reopened before the end of 6 years, the information on the old cards will be brought forward to the new card and the old card(s) destroyed immediately.</i> c. Destroy no activity cards immediately upon discharge of patient. | National Archives Job No. II-NN-3270 |
| 122-2 | Social Work Clinical Working File Copies of social work reports, working papers, treatment and progress <i>Notes</i> and related material. | Destroy after purpose has been served. <i>NOTE: This record series will not be maintained beyond 2 years.</i> | Nonrecord |
| 122-3 | Social Worker Index File Copies of Social Work Service Data cards used as an index to the social work cases including ADP generated listings and/or Patient Data Code Sheets. | Destroy after case is closed and after preparation of necessary reports and summaries. | National Archives Job No. II-NN-3270 |
| 122-4 | Community Placement Facilities File Application for participation in Community Placement Program, Correspondence to and from VA and Community placement facilities and related material. | Destroy approved applications 1 year after home withdraws from program. Destroy disapproved applications after 5 years. | National Archives Job No. II-NN-3270 |
| 122-5 | General Resource File Records of information of health, welfare, legal, and financial resources for veterans and their dependents. Brochures, pamphlets, etc., and related material. | Destroy when obsolete or rescinded. | National Archives Job No. II-NN-3270 |

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SECTION XIX - CHAPLAIN SERVICE (125)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 125-1 | (RESERVED) | | |
| 125-2 | (RESERVED) | | |
| 125-3 | Patient Status File | Destroy after purpose has been served. | Nonrecord |
| 125-4 | (RESERVED) | | |
| 125-5 | Chaplain General Name File Letters to and from patients, their relatives and friends. Letters to religious organizations. Condolence letters and thank you letters. Letters to private individuals and organizations regarding the work of the Chaplain's program. Other general name correspondence pertaining to patients and the Chaplain Service. | Destroy when 2 years old. | National Archives Job No. II-NN-3270 |
| 125-6 | Schedule of Work File Schedule of work and related material containing no substantive information. | Destroy after new schedule is prepared or when no longer needed. | General Records Schedule 23, Item 5b, 12/98 |
| 125-7 | Tour-of-Duty Record File Tour-of-duty information. | Destroy 30 after completion. | National Archives Job No. II-NN-3426 |
| 125-8 | Chapel Bulletins File Chapel bulletins containing schedule of chapel services and related material. | Destroy after 1 year. | Nonrecord |

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SECTION XIX – CHAPLAIN SERVICE (125)
 (All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|--|---|
| 125-9 | <p>Denominational Reports File</p> <p>Chaplain reports to their church or endorsing agency.</p> | <p>Destroy/delete when no longer needed for administrative purposes.</p> | <p>General Records Schedule 26, Item 1a, Transmittal No. 13, 9/04</p> |
| 125-10 | <p>National Chaplain Management Information System Records</p> <p>Personal information of VA chaplains, other Chaplain Service staff, applicants for chaplain positions, and selected providers of services to the VA chaplaincy. It includes name, date of birth, Social Security Number, educational qualifications including continuing educational data, membership in religious bodies and related religious experience, employment history relevant to chaplaincy, name, locations and dates of significant professional events, psychological and related survey data relevant to personal and professional development and research in the Chaplain Service, data to verify and validate the effectiveness of affirmative action programs, work-related performance data, and performance data appropriate for national aggregation and management applications. Data includes names of consultants and providers, their provided, effectiveness and performance on contracts, special characteristics related to nature organizations, types of services of their service, and nature of correspondence and related administrative matters.</p> | | <p>National Archives Job No. N1-015-95-1</p> |

SECTION XIX – CHAPLAIN SERVICE (125)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|------------------------------|--|------------------|
| | Data maintained on disk. | Delete after backed-up on electronic tape. | |
| | Data maintained on tape. | Delete after 1 year or after purpose has been served, whichever is later. | |
| | Output documents. | Destroy after purpose has been served. | |
| | Input documents. | Destroy after information has been entered into the database and verified, or destroy when no longer needed to support the reconstruction of the database, whichever is later. | |

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SECTION XX - AUDIOLOGY AND SPEECH PATHOLOGY SERVICE (126)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 126-1 | Hearing Aid Loaner File Present hearing aid stock replacement records, loaner aid records by manufacturer and model. | Destroy after 1 calendar year. | National Archives Job No. NCI-15-84-14 |
| 126-2 | Hearing Aid Battery Records Dates of requests and receipt of batteries by battery type. | Destroy after 1 calendar year. | National Archives Job No. NCI-15-84-14 |
| 126-3 | Equipment Charge-Out File Records of equipment charged out to veterans by dates. Card file maintained by type of equipment. | Destroy after equipment is returned. | National Archives Job No. NCI-15-84-14 |
| 126-4 | Clinical Appointment Schedule Daily record of appointment for both Audiology and speech pathology patients. | Destroy after 2 years. | National Archives Job No. NCI-15-84-14 |
| 126-5 | Hearing Aid Inventory File Complete record of semi-annual hearing aid inventories. | Destroy after 1 calendar year. | National Archives Job No. NCI-15-84-14 |
| 126-6 | Clinical Audiology and Speech Pathology Folder File Case histories, evaluations, recording sheets, reports, treatment and progress and related material properly filed therein. Alphabetically separated into Audiology and Speech, Pathology. | Destroy after 5 years and after basic have been transferred to the Audiology Accumulative Record File and a summary of the treatment has been filed in the patient's medical records folder file. | National Archives Job No. NCI-15-84-14 |
| 126-7 | Audiology Accumulative Record File Evaluation results for rating examinations. Alphabetically. | Destroy after 9 years. | National Archives Job No. NCI-15-84-14 |

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SECTION XXI - NEUROLOGY SERVICE (127)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--------------|--|--|---|
| 127-1 | Electroencephalograph (EEG) Records File | | |
| | Records of patients with neurological and psychiatric disorders and are used for the purpose of examination and treatment. | | |
| | a. Electroencephalograph Tracing. | Destroy after 7 years. | National Archives Job No. N1-15-97-1, 4/21/97 |
| | Electrical impulses of the brain recorded on long sheets of graph paper (tracing). | <i>NOTE: Paper and microfilm are destroyed after 7 years. This disposal requirement</i> | |
| | b. Electroencephalograph Request and Report (interpretation). | Destroy after 30 years. | National Archives Job No. N1-15-98-1, 11/6/97 |
| | VA Form 10-2614, Electroencephalograph Request and Report, used to record the results of an EEG tracing. | <i>NOTE: Paper and microfilm are destroyed after 30 years. This disposal requirement</i> | |

SECTION XXII - SPINAL CORD INJURY SERVICE (128)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 128-1 | Spinal Cord Dysfunction Registry – VA Records | | National Archives Job No. N1-015-05-1, 9/27/05 |
| | Information collected includes patients' names, social security numbers, dates of births, registration dates, information about whether patients are receiving services from VA's spinal cord system of care, neurologic level of injury, etiology, and other related spinal cord injury information. | | |
| | a. Master Files (Centralized Database) | Cut off at the last unique patient entry or the death of a particular patient. Delete 75 years after cut off. | Item 1 |
| | b. Local Files (SCI Centers and Clinics) | Delete when replaced by a subsequent file or 75 years after the date of last activity for a particular patient. | Item 2 |
| | c. Backup Files | Delete when the master files have been deleted or replaced with a subsequent backup file. | Item 3 |
| | d. Input Records | Destroy after data have been entered into local files. | Item 4 |
| | e. Output Records | Destroy when no longer needed for administrative, legal, audit, or other operational purposes. | Item 5 |
| | f. Documentations | Destroy or delete when replaced or superseded. | Item 6 |
| | g. Electronic copies of mail and word processing applications | | Item 7 |

SECTION XXII - SPINAL CORD INJURY SERVICE (128)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| | (1) Copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Destroy or delete within 180 days after the recordkeeping copy has been produced. | Item 7a |
| | (2) Copies used for dissemination, revision, or updating. | Destroy or delete when dissemination, revision, or updating is completed. | Item 7b |
| 128-2 | Report of Patients with Spinal Cord Injury or Disease- Patients File (RCS 10-0032) Note: Report discontinued on October 1, 2001 | Destroy after 5 calendar years. | National Archives Job No. NCI-15-85-3, Item 2, 11/84 |
| | Quarterly reports of admission and discharge data used to project workload trends monitor and compare workloads of hospitals designated as spinal cord injury centers. | | |
| 128-3 | Spinal Cord Injury Home Care Unit Quarterly Activity Report File (RCS 10-0004) Note: Report discontinued on October 1, 2001 | Destroy after 5 calendar years. | National Archives Job No. NCI-15-85-3, Item 3, 11/84 |
| | Quarterly activity reports used to project workload trends monitor and compare workloads of home care units. | | |

SECTION XXIII - POLICE SERVICE
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|------------------------------------|--|
| 132-1 | Activity Journal File Chronological records of daily activities, including arrests and outside police contacts. | Destroy 3 years after final entry. | General Records Schedule 18, Item 14a, Transmittal No. 8, 12/98 |
| 132-2 | Offense File Results of preliminary and all investigative material concerning complaints from specific offenses committed. | Destroy after 3 years old. | National Archives Job No. N1-15-02-2, 1/14/03 Transmittal No. 8, 12/98 |
| 132-3 | (RESERVED) | | |
| 132-4 | Property Custody Receipt File A record of property found, turned-in, surrendered to, or confiscated by police. | Destroy 3 years after final entry. | General Records Schedule 18, Item 15a, Transmittal No. 8, 12/98 |
| 132-5 | (RESERVED) | | General Records Schedule 18, Item 15b, Transmittal No. 8, 12/98 |
| 132-6 | U.S. District Court File Issuing agency copy (pink) of U.S. Court Violation Notices issued, consecutive copies of notices to Clerk, U.S. District Court, forwarding court copies of violation notices. | Destroy 3 years after final entry. | General Records Schedule 18, Item 14a, Transmittal No. 8, 12/98 |

SECTION XXIII - POLICE SERVICE
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 132-7 | Courtesy Violation File Records of posted traffic infractions resulting in courtesy warnings issued. | Destroy after 2 years. | General Records Schedule 18, Item 14b, Transmittal No. 8, 12/98 |
| 132-8 | Crime Report File Monthly record of crime and misconduct incidents, property loss and damage occurrences and traffic infractions. | Destroy after 2 years. | General Records Schedule 18, Item 14b, Transmittal No. 8, 12/98 |
| 132-9 | Vehicle Registration File Card file containing privately owned vehicle registrations. | Destroy card 3 months after return to issuing office. | General Records Schedule 11, Item 4a, Transmittal No. 8, 12/98 |
| 132-10 | Visitor Control File Registers or logs used to record names of outside contractors, service personnel visitors, employees admitted to areas, and reports on automobiles and passengers. a. For areas under maximum security. b. For other areas. | a. Destroy 5years after final entry or 5 years after date of document, as appropriate. b. Destroy 2 years after final entry or 2 years after date of document, as appropriate. | General Records Schedule 18, Item 17, Transmittal No. 8, 12/98 |
| 132-11 | Survey and Inspection File Reports of surveys and inspections of VHA facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosions, and accidents, and to safeguard information and facilities against vandalism and unauthorized entry. | Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner. | General Records Schedule 18, Item 9, Transmittal No. 8, 12/98 |

SECTION XXIII - POLICE SERVICE
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| 132-12 | Key Accountability File Files relating to accountability for keys issued. a. For areas under maximum security. b. For other areas. | a. Destroy 3 years after turn-in of key. b. Destroy 6 months after turn-in of key. | General Records Schedule 18, Item 16, Transmittal No. 8, 12/98 |
| 132-13 | Investigative File Investigative files accumulating from investigations of fires, explosions and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Also includes crime prevention analyses. | Destroy when 2 years old. | General Records Schedule 18, Item 11, Transmittal No. 8, 12/98 |
| 132-14 | Motor Vehicle Accident Report File Investigation report of motor vehicle accidents and related material. | Destroy 6 years after case is closed. | General Records Schedule 10, Item 5, Transmittal No. 8, 12/98 |
| 132-15 | Personal Identification Photograph File Photographs of facility personnel used for the purpose of identification. | Destroy when 5 years old or when no longer needed. | General Records Schedule 21, Item 2, Transmittal No. 8, 12/98 |

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SECTION XXIV - CANTEEN SERVICE (133)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 133-1 | Canteen Operating Budget File Operating budget and related material. | Destroy 1 year after close of the fiscal year covered by the budget. | General Records Schedule 5, Item 2, Transmittal No. 8, 12/98 |
| 133-2 | Vending and Service Contract File Contracts for bottled beverages vending machines, contract renewals for bottled beverage vending machines, purchase orders, and related material. | Destroy 1 year after termination of agreement. | National Archives Job No.II-NN-163-47 |
| 133-3 | Price Agreement Change Notice File Price agreement change notices. | Destroy after posting changes to the price agreement lists. | Nonrecord |
| 133-4 | Price Agreement List File Price agreement lists, seasonal price agreement lists, and related material. | Destroy after lists have been cancelled or superseded. | Nonrecord |
| 133-5 | Equipment Inventory File (Canteen) Equipment inventory and related material. | Destroy after replacement by new inventory and audit by VCS auditors or verification by canteen officer. | National Archives Job No. II-NN-163-47 |
| 133-6 | Equipment Transfer File (Canteen) Equipment transfers and related material. | Destroy after verification of equipment records by VCS auditors. | National Archives Job No. II-NN-163-47 |
| 133-7 | (RESERVED) | | |
| 133-8 | (RESERVED) | | |

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SECTION XXIV - CANTEEN SERVICE (133)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---------------------------------------|
| 133-9 | Consolidated Inventory (Canteen) Summary File Consolidated inventory summary, inventory sheet, inventory recapitulation sheet, price inventory sheet, and related material. | Destroy after 6 months and after audit by VCS auditors. | National Archives Job No. 349-S173 |
| 133-10 | Food Department Cost and Inventory Control File Food department cost control worksheets, food department inventories, and related material. | Destroy after 6 months and audit by VCS auditors. | National Archives Job No. 349-S173 |
| 133-11 | Overstock List File Consolidated overstock lists; overstock lists and related material. | Destroy after 6 months. | National Archives Job No. 349-S173 |
| 133-12 | Receiving Register File Receiving register. | Destroy after 1 year and after audit by VCS auditors. | Nonrecord |
| 133-13 | Stock Check Sheet File Stock check sheets or equivalent material. | Destroy 1 year after being replaced by a new check sheet. | Nonrecord |
| 133-14 | (RESERVED) | | |
| 133-15 | Employee Work Schedule File Employee work schedules and related material. | Destroy 2 weeks after new schedule is submitted to the VCS field office. | National Archives Job No.352-S253 |

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SECTION XXIV - CANTEEN SERVICE (133)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| 133-16 | Wage Schedule File Wage schedules and related | Destroy after a new schedule is received. | Nonrecord |
| 133-17 | Employee Compensation File (Copies) Copies of claim compensation on account of death, claim for compensation on account of injury, claim for continuance of compensation on account of disability, employee notice of injury or occupational disease, report of hernia, report of termination of total or partial disability, request for treatment of injury under the United States Employees Compensation Act when cause of injury is in doubt, tuberculosis report, and related material. | Destroy after 3 months. | National Archives Job No. 350-S247 |
| 133-18 | Exit Interview File Exit interviews and related material. | Destroy 1 year after close of calendar year involved. | National Archives Job No. II-NN-3395 |
| 133-19 | Notification of Personnel Action File Standard Form 50 documenting initial employment, promotions, transfers in or out, separation, and all other individual personnel actions, exclusive of those in Official Personnel Folders. | | General Records Schedule 1, Item 14, Transmittal No. 8, 12/98 |
| | a. Chronological file copies including fact sheets, maintained in personnel offices. | Destroy when 2 years old. | |
| | b. All other copies maintained in personnel offices. | Destroy when 1 year old. | |
| 133-20 | Petty Cash or Change Fund Receipt File Petty cash or change fund receipts and related material. | Destroy when replaced by a new receipt. | National Archives Job No. 350-S227 |

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SECTION XXIV - CANTEEN SERVICE (133)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|---|
| 133-21 | Financial Statement File Income and expense statement, retail analysis, food department income and expense analysis related and supporting material. | Destroy 3 years after the fiscal year in which prepared. | National Archives Job No. NN-163-47 |
| 133-22 | Monthly Statement File Monthly statements and related material. | Destroy after 1 year. | National Archives Job No. 350-227 |
| 133-23 | Cash Register Tape File Cash register tapes. | Destroy after 30 days, unless latest accountability is more than 1 percent short, then retain for 6 months. | Nonrecord (Ref: VCS-I, Pt IV, Par. 4.01) |
| 133-24 | Coupon Book Register File Coupon book register. | Destroy 1 year after last entry. | National Archives Job No. NN-163-47 |
| 133-25 | Payroll Deduction Receipt File (Canteen) (formerly Customer Receipt File) Signed receipts for purchases exceeding \$25. | Destroy 1 year after purchase, unless they are needed as evidence in any claims action against the Veterans Canteen Service. | Nonrecord |
| 133-26 | ASR Document File (formerly Sales Journal File) Supporting documents for entry into ASR. a. Duplicate bank deposit slips. b. Cash register reports | Destroy after 6 months. | National Archives Job No. 349-S173 |

SECTION XXIV - CANTEEN SERVICE (133)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|---------------|--|-------------------------|---------------------------------------|
| | c. Daily cash Count sheets. | | |
| | d. Cash register Voids. | | |
| | e. Merchandise refund vouchers. | | |
| | f. Receipts for miscellaneous collections for any transactions not rung on cash registers. | | |
| | g. Promotional Fund Checks. | | |
| 133-27 | POMS Support Documents (Canteen) (formerly Daily Transmittal Record) | Destroy after 6 months. | National Archives Job No. 349-S173 |
| | Daily transmittal record and supporting documents. The supporting documents will be arranged in the following order: | | |
| | a. Packing slips or related freight records for deliveries. | | |
| | b. Worksheets for receiving report entry into POWS. | | |
| | c. Invoices of continuing delivery retail purchase, food and vending purchases, or any other items purchased. | | |
| | d. Worksheets or back-up documentation for inter and intra canteen transfers. | | |
| | e. Documentation such as credit memos to support preparation of chargebacks. | | |

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SECTION XXIV - CANTEEN SERVICE (133)
 (All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| 133-28 | (RESERVED) | | |
| 133-29 | Price Adjustment Voucher Worksheet File Worksheets for preparation and entry into POWS for price adjustment vouchers, selling price adjustment voucher. | Dispose of 1 fiscal year after the close of the fiscal years in which prepared and after audit by GAO. | National Archives Job No. 349-S173 |
| 133-30 | (RESERVED) | | |
| 133-31 | Vendors Purchase Order File | Destroy after 1 year and after audit by VCS audit. | National Archives Job No. NN-163-47 |
| 133-32 | Bank Reconciliation File Bank debit memoranda, bank drafts, bank statements, deposit drafts, bank statements, deposit slips, and related material. | Destroy after 10 years. | National Archives Job No. 352-5185 |
| 133-33 | Equipment Voucher File Equipment record card, equipment summary, depreciation and retirement summary, including documentation in which payment is made to vendors. | Destroy summary cards after 6 fiscal years. Equipment record cards will become part of distribution ticket file after equipment is removed, sold, or replaced. | National Archives Job No. NN-163-49 |
| 133-34 | Equipment Inventory File (Finance Center) | Destroy after replacement and after audit by GAO. | National Archives Job No. NN-163-149 |
| 133-35 | Equipment Transfer File (Finance Center) Equipment transfers and related material. | Destroy 1 year after close of fiscal year in which prepared and after audit by GAO. | National Archives Job No. 350-S173 |

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SECTION XXIV - CANTEEN SERVICE (133)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| 133-36 | Credit Card Receipt File (Finance Center) (formerly Canteen Ledger File) Signed receipts for purchases exceeding \$25. | Destroy after 3 fiscal years. | National Archives Job No. NN-168-65 |
| 133-37 | General Ledger File General ledgers or equivalent. | Destroy when 25 years old. | National Archives Job No. NC-15-76-11 |
| 133-38 | Journal Voucher File Journal vouchers and related material. | Destroy after 4 years. | National Archives Job No. NN-163-49 |
| 133-39 | Consolidated Inventory Summary File (Finance Center) Consolidated inventory summary, food department cost control worksheets, food department inventories, inventory sheets, inventory recapitulation sheets, price inventory sheets and related material. | Destroy 1 year after close of fiscal year in which prepared and after audit by GAO. | National Archives Job No. 349-S173 |
| 133-40 | Voucher Stock File Documentation on which payment is made to vendors | Destroy after 3 years. | National Archives Job No. 352-S185 |
| 133-41 | Travel Voucher File Documentation on which payment is made to travelers. | Destroy 6 years after the period of the account. | General Records Schedule 9, Item 1, Transmittal No. 9, 4/3. |
| 133-42 | Purchase Card File Documentation purchases made via purchase cards. | Destroy 6 years and 3 months after period covered by account. | General Records Schedule 6, Item 1, Transmittal No. 8, 12/98. |

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SECTION XXV - VOLUNTARY SERVICE (135)
(VOLUNTARY SERVICE SYSTEM (VSS))
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 135-1 | VAF 10-7055, Application for Voluntary Service (formerly Regular Scheduled (RS) Volunteer Information Card) The form contains information on volunteers and is used to enter data into VSS. It also contains a waiver of monetary compensation and other pertinent personal information, (if necessary, parental consent) which is not stored in the computer. | Destroy after data record is marked as terminated. | National Archives Job No. NI-15-86-8 |
| 135-2 | (RESERVED) | | |
| 135-3 | Occasional Volunteer Time Sheet The time sheet is used to enter data into VSS. The data pertains to the participation of volunteer organizations and individuals who serve on an infrequent basis. | Destroy time sheet after one year and after verification of the information. | National Archives Job No. NI-15-86-8 |
| 135-4 | Scheduled Regular Volunteers by Organization Report The report is a VSS output record used to denote the activity of volunteers by their organization. | Destroy after purpose has been served. | National Archives Job No. NI-15-86-8 |
| 135-5 | (RESERVED) | | |
| 135-6 | Potential Awards Listing The listing is a VSS output record used to indicate names of volunteers who are eligible for length of service awards. | Destroy after the new listing is produced and after purpose has been served. | National Archives Job No. NI-15-86-8 |
| 135-7 | (RESERVED) | | |

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SECTION XXV - VOLUNTARY SERVICE (135)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 135-8 | Terminated (RS) Volunteer Summary Sheet The sheet is an VSS output record which contains the name, social security number, home address, hours worked, and other information on a terminated volunteer. | Destroy after purpose has been served. | National Archives Job No. NI-15-86-8 |
| 135-9 | Volunteer Service Records on Individuals Who Have Applied To Become Volunteers Administrative records containing personal information about individuals who have applied to become volunteers at VA medical facilities. | | National Archives Job No. NI-15-00-3, 12/15/00 |
| | a. Voluntary Service Records | | Item 1 |
| | (1) Paper records. | Destroy when no longer needed after termination in VSS. | Item 1a |
| | (2) Electronic records. | Destroy when no longer needed for administrative, legal, or operational purposes. | Item 1b |
| | b. Records maintained at the Enterprise Management Center (formerly maintained at Austin Automation Center (AAC)). | | Item 2 |
| | Corporate database. | Delete individual records 2 years after notification of the individual's separation or termination and information has been transferred to the Terminated Volunteer Summary Sheet. | Item 2a |

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SECTION XXVI – (RESERVED)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|------------------------------|--------------------|------------------|
|-----------------|------------------------------|--------------------|------------------|

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SECTION XXVII-ENVIRONMENTAL MANAGEMENT SERVICE (137)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 137-1 | <p>Contract File</p> <p>Copies of contract of items or services procured for Environmental Management Service.</p> <p><i>NOTE: This is a copy of the official file maintained in the Office of Acquisition and Material Management.</i></p> | Destroy one after expiration of contract. | National Archives Job No. II-NN-3416 |
| 137-2 | <p>Pest Management Plan File</p> <p>Copy of pest management plan, attachments and related materials.</p> | Destroy after replacement with new plan. | Nonrecord |
| 137-3 | <p>Pest Management Certification Files</p> <p>Copy of pest management plan, attachments and related materials.</p> | Destroy after replacement with new certifications or after reassignment of individual. | Nonrecord |
| 137-4 | <p>Pest Management Record File</p> <p>Copies of VA Form 10-9020 and VA Form 10-9021 on pesticide usage.</p> | Destroy after 2 years. | Nonrecord |
| 137-5 | <p>Grounds Management File</p> <p>Copies of schedules, procedures and methods of grounds maintenance activities and related material.</p> | Destroy after 1 year or being replaced by new procedures. | Nonrecord |
| 137-6 | <p>Sanitation Procedures File</p> <p>Sanitation procedures, cleaning and maintaining special areas, such as operating rooms, isolation wards, etc., and related material.</p> <p><i>NOTE: Title and descriptions in Section XXIV may vary from information shown on original NARA Job Number II-NN-3416, as a consequence to present variety of use of the records by additional personnel. Retention and disposition standards are unchanged.</i></p> | Destroy after 1 year or being replaced by new procedures. | National Archives Job No. II-NN-3416 |

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SECTION XXVII-ENVIRONMENTAL MANAGEMENT SERVICE (137)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 137-7 | Sanitation Standards File Quality standards for sanitation work rate standards by method and procedure; time studies of various methods of accomplishments; i.e., machine versus hand methods, etc., and related filed material. | Destroy after being displaced by new standards. | National Archives Job No. II-NN-3416 |
| 137-8 | Sanitation Maintenance File Copies of records of draperies cleaned, floors stripped and refinished, etc., and related material. | Destroy after 2 years. | National Archives Job No. II-NN-3416 |
| 137-9 | Bed Services Operation File Copies of schedules, procedures and methods of bed services, records of service performed and related material. | Destroy after 1 year or being replaced by new procedures. | Nonrecord |
| 137-10 | Glazing Maintenance Operation File Copies of schedules, procedures and methods of bed services, records of service performed and related material. | Destroy after 1 year or being replaced by new procedures. | Nonrecord |
| 137-11 | Waste Management Operation File Copies of schedules, procedures and methods of grounds maintenance activities and related material. | Destroy after 1 year or being replaced by new procedures. | Nonrecord |

SECTION XXVII-ENVIRONMENTAL MANAGEMENT SERVICE (137)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| 137-12 | Laundry Operations File Copy of laundry agreements; production requirements, schedules and related material. | Destroy after 1 year or being replaced by new procedures. | Nonrecord |
| 137-13 | Linens Quota File Records of the linen quotas for each using element, and related material. | Destroy after being replaced by new quota information.. | National Archives Job No. II-NN-3416 |
| 137-14 | Linens Inventory File Records of linens on hand by type and number and related material | Destroy after being replaced by current inventory | National Archives Job No. II-NN-3416 |
| 137-15 | Linens Replacement File Records of salvaged linens, copies of requisitions for replacement and related material. | Destroy after 1 year. | National Archives Job No. II-NN-3416 |
| 137-16 | Uniform Records File Records of uniforms issued to employees and related material. | Destroy employee relinquishes property. | National Archives Job No. II-NN-3416 |
| 137-17 | Patient's Valuables Records File Valuables inventory envelope. Patient's effects inventory, temporary withdrawals, disposition actions and related materials. | Destroy 6 months after discharge of patient and after accountability of all items. | National Archives Job No. II-NN-170-133 |
| 137-18 | Beneficiaries Effects and Valuables Audit File Records of audits of effects, valuables, Government issue clothing and incidentals and related material. | Destroy after completion of subsequent audit and after discrepancies have been resolved. | National Archives Job No. II-NN-166-127 |

SECTION XXVII-ENVIRONMENTAL MANAGEMENT SERVICE (137)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--------------------------------------|
| 137-19 | Locker Assignment File Records of locker assignments showing location by building, room, locker number and related material | Destroy when locker is relinquished | National Archives Job No. II-NN-3416 |
| 137-20 | Space Specification File Record of furniture, draperies, floor and wall coverings, color scheme, accessories, location, size and functional use of room/corridor and related materials. | Destroy after being replaced by new specification. | National Archives Job No. II-NN-3416 |
| 137-21 | Signage Specification File Record of signage/graphics, both interior and exterior and related materials. | Destroy after being replaced by new specification | National Archives Job No. II-NN-3416 |
| 137-22 | Interior Design Plan File Copy of design/signage plans, schedules and related materials. | Destroy after being replaced or updated. | National Archives Job No. II-NN-3416 |

SECTION XXVIII - ENGINEERING SERVICE (138)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|--|---|
| 138-1 | <p>Building, Grounds, and Equipment File Plan</p> <p>Blueprints, drawings, maps, photographs, plans, specifications, tracings, and related material.</p> | <p>Dispose of equipment and utility plant blueprints, drawings, etc., that have not been transferred to the new custodians upon removal, sale, or replacement of the equipment or utility plant.</p> <p>Transfer to the Office of the Director for Construction, upon deactivation of the facility, all maps, plans, blueprints, drawings, etc., pertaining to buildings and land.</p> | National Archives Job No. II-NN-3270 |
| 138-2 | <p>Morgue Inspection File</p> <p>Morgue inspections, daily records of morgue refrigerator temperature ; temperature charts or graphs, weekly morgue inspection report and related materials.</p> | Destroy after 3 months. | National Archives Job No. II-NN-3270 |
| 138-3 | <p>Quarters Appraisal File</p> <p>Quarters appraisal record and related material.</p> | Destroy 1 year after quarters have been reappraised. | National Archives Job No. II-NN-3270 |
| 138-4 | <p>Motor Vehicle Inspection File</p> <p>Motor vehicles inspections.</p> | Destroy 1 year after disposition of the year after motor vehicle. | National Archives Job No. II-NN-3270 |
| 138-5 | <p>Motor Vehicle Maintenance File</p> <p>Daily motor vehicle service and repair record and related material.</p> | Destroy after 1 year. | General Records Schedule 10, Item 2b Transmittal No. 8, 12/98 |

SECTION XXVIII - ENGINEERING SERVICE (138)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|--|--|
| 138-6 | Motor Vehicle Operator's File Copies of motor vehicle accident reports, driving and road tests, physical fitness inquiry for motor vehicle operator, and related material. | Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner. <i>NOTE: Destroy records related to motor vehicle accidents, maintained by transportation officers, 6 years after case is closed pursuant to GRS 10, Item5.</i> | General Records Schedule 10, Item 7, Transmittal No. 8, 12/98 |
| 138-7 | Motor Vehicle Operating and Maintenance File a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling. b. Maintenance records, including those relating to service and repair. | Destroy when 3 months old. Destroy when 1 year old. | General Records Schedule 10, Item 2, Transmittal No. 8, 12/98 |
| 138-8 | Construction Contract File (Copies) Abstracts of bids opened, applications for construction projects, award memorandums, change orders, contract information sheet, final inspection report, final settlement recommendations, letters of acceptance, miscellaneous memorandums regarding modifications, shop drawings, specifications, delays, extension of time, final settlement guarantee expiration date, notice to proceed, photographs, progress reports and charts, requests for determination of wage rates, schedule of cost, etc. Official facility contract records are maintained in Supply Service. | Destroy 3 years after the close of the fiscal year in which terminated. | National Archives Job No. NCI-15-76-25 |

SECTION XXVIII - ENGINEERING SERVICE (138)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|--|
| 138-9 | Maintenance and Repair Contract File Abstract of bids opened, award memorandum, change orders, contract, contract information sheet, final inspection reports, final settlement recommendations, letter of acceptance, miscellaneous letters and memorandums regarding modifications and specifications, delays, extensions of time, final settlement, guaranty expiration dates, notice to proceed, photographs, progress reports and charts, report of guaranty inspections, requests for determination of wage rates, schedule of costs, specifications and related material. | Destroy 3 years after the close of the fiscal year in which terminated. | National Archives Job No. NCI-15-76-25 |
| 138-10 | Maintenance and Repair Work Order File Maintenance and repair log books, work orders, job performance records and related material. | Destroy 1 year after the close of the fiscal year in which the project was completed. | National Archives Job No. II-NN-3270 |
| 138-11 | Service Contract File Abstract of bids opened, award memorandum, change order, contract information sheet, reports year in which inspected, and related material. | Destroy 3 years after the close of the fiscal year in which terminated. | National Archives Job No. NCI-15-76-25 |
| 138-12 | Safety and Fire Prevention File Minutes of safety meetings, reports of unhealthy and unsafe conditions, report of periodic fire drills, reports of training activities, facility safety and fire protection inspection report, tests of fire alarm circuits, device and equipment and related material | Destroy after 3 years old or upon discontinuance of facility, whichever is sooner. | National Archives Job No. NCI-15-76-25 |

SECTION XXVIII - ENGINEERING SERVICE (138)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 138-13 | Federal Occupational Injuries and Illness File Federal occupational injuries and illnesses log. | Destroy after 5 years following the year to which they relate. | National Archives Job No. NC-15-76-9 |
| 138-14 | Accident Injury, Occupational Illness or File Reports File Reports of accident, injury, occupational illness, or fire. Summary reports or logs of Federal occupational injuries or illness. Employees request for workplace inspection, occupational safety and health inspection reports and related material. | Destroy when 5 years old. | General Records Schedule 1, Item 34, Transmittal No. 8, 12/98 |
| 138-15 | Inspection Report and Test File Inspection of emergency lighting equipment, batteries and charging equipment, laundry washer service test for facility laundry, machine and/or equipment inspection sheets, refrigeration and air conditioning plant inspection reports, reports of lubricating, inspections of cleaning and adjusting elevators, tests of flame failure controls, boiler records, thermostatic valve inspection records and other inspection reports and tests. | Destroy after 1 year. | National Archives Job No. II-NN-3270 |
| 138-16 | Laundry Machine Maintenance Record File Laundry machine maintenance record. | Forward card to receiving facility when equipment is transferred. Forward card to Central Office when equipment is turned in as partial payment on new equipment, sold or disposed of in any other manner. | National Archives Job No. II-NN-3270 |
| 138-17 | Operating Log File Boiler water treatment logs, daily boiler plant log sheet, daily operation logs of swimming pool and other equipment. | Destroy after 1 year. | National Archives Job No. II-NN-3270 |

SECTION XXVIII - ENGINEERING SERVICE (138)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|--------------------------------------|
| 138-18 | Physical Record Card File Boiler plant equipment record card, electrical distribution and equipment records, emergency stand by light and power out records, mechanical equipment records for main generating plant, miscellaneous boiler plant equipment records card and continuation sheet, motor generator and transformer records, records of hot water storage tanks, shop equipment record card, and other equipment. | Destroy cards that have been replaced by new cards. Destroy cards on equipment plants that have been removed, sold, or misplaced. | National Archives Job No. II-NN-3270 |
| 138-19 | Physical Records Information File Records of air conditioning plants and room coolers, records of refrigerator plants, records of sewage disposal, records of swimming pools, records of water supply and treatment and other equipment. | Destroy records that have been replaced by new records. Destroy records of equipment and utility plants that have been removed, sold, or misplaced. | National Archives Job No. II-NN-3270 |
| 138-20 | Recording Charts File Recording charts used to record and measure temperature, humidity, steam flow, efficiency of combustion, etc. | Destroy after 1 year. | National Archives Job No. II-NN-3270 |

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SECTION XXIX – (RESERVED)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|------------------------------|--------------------|------------------|
|-----------------|------------------------------|--------------------|------------------|

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SECTION XXX – OFFICE OF ACADEMIC AFFILIATIONS (143)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| 143-1 | <p>Applications of Individuals Not Selected to Receive Awards</p> <p>VA Form 10-003, Application for Scholarship Program, letter of enrollment, evidence of registration, etc. Applications are used to determine eligibility for enrollment in the Health Professional Scholarship Program.</p> | Destroy by burning or shredding 6 months after the applicable scholarship cycle has ended. | National Archives Job No. NI-15-88-1, Item 1 |
| 143-2 | <p>Health Professional Scholarship Participant Folders</p> <p>VA Form 10-003, Application for Health Professional Scholarship Program, copies of scholarship program contracts, correspondence to and from participant, copies of registered nurse licensure, academic degree transcript, word processor/computer printout of participant's profile and financial record, VA Form 5-4652, Request for Personnel Action, and other VA personnel forms.</p> | Destroy by burning or shredding 5 years after termination of the participant's service obligations, or 5 years after participant's premature termination from the program, or 5 years after date of the participant's default, whichever is applicable. | National Archives Job No. NI-15-88-1, Item 2 |
| 143-3 | <p>Automated Data Processing Participant Files</p> <p>Automated Data Processing (ADP) Participant Files, master and transaction, are comprehensive database files used to store information and to monitor recipient's performance throughout their participation in the Health Professional Scholarship Program.</p> | | National Archives Job No. NI-15-88-1 |
| | Master Files | Records of selected participants are to be deleted 5 years after termination of participant's service obligation, or 5 years after participant's premature termination of participant's service obligation, or 5 years after participant's premature termination from the program, or 5 years after date of the participant's default, whichever is applicable. | Item 3b |
| | Transaction Files | Dispose of after 3 or more update cycles. | Item 3c |

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SECTION XXXI - DENTAL SERVICE (160)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--------------|--|--|--|
| 160-1 | Beneficiaries Ledger Record File Ledger used to identify the removal of dental appliances when removed from mouths of NP patients at time of admission and to indicate beneficiary's name, number and type of appliance. | Destroy 1 year after date of last entry. | Nonrecord |
| 160-2 | Dental Appointment Record File Ledger or book indicating daily appointments for patients for dental treatment and showing patient's name, time of appointment and type of work to be performed. | Destroy 1 year after last entry. | Nonrecord |
| 160-3 | Dental Laboratory Requisition and Work Record File Copies of instruction sheets to obtain fabrication of dental appliances from central dental laboratory and related material. | Destroy after patient's case is completed. | Nonrecord |
| 160-4 | Dental Master Card File Detailed summary of dental services rendered to a patient in a VA health care facility; used as a ready reference on veterans treated in the dental clinic, for budget purposes, and for compiling statistics on patients treated. | Destroy 3 years after date of last activity. | National Archives Job No. NI-15-87-4, Item 7 |
| 160-5 | Dental Card Index Dental Service index cards indicating patient's name, diagnoses, treatment, condition, etc., on current or recent patients receiving dental treatment. | a. Destroy after discharge if patient was not examined. b. Destroy 6 months after discharge if patient was examined but not treated. c. Destroy after 3 years if patient was treated or received x-rays. | Nonrecord |

SECTION XXXI - DENTAL SERVICE (160)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--------------|--|---|--|
| 160-6 | Dental X-ray Film File Dental x-ray film, exposed. | | National Archives Job No. NI-15-87-4, Item 8 |
| | a. Dental x-rays filed in the Outpatient Treatment Folder or in the Medical Records Folder. | Retain until folder is converted to an Inactive Medical Record (3 years after last episode of care) then destroy. | Item 8a |
| | b. Dental x-rays used for research and teaching purposes which are not filed in the patient's medical record. | Retain until purpose has been served or 3 years after last exposure, whichever is longer, and then destroy. | Item 8b |
| | c. All other original dental x-rays maintained at VA health care facilities. | Retain until 3 years after the date of last exposure, and then destroy. | Item 8c |
| | d. Facsimile reproduction of dental x-rays. | Destroy when purpose has been served. | Item 8d |
| | <i>NOTE 1: VA x-ray films are currently disposed of by salvaging at the VA Supply Depot under the VA Precious Metals Recovery Program.</i> | | |
| | <i>NOTE 2: Certain dental x-rays taken at VA health care facilities in support of veterans benefits claims are disposed of in accordance with the Veterans Benefits Administration RCS VB-1.</i> | | |
| 160-7 | Laboratory Case Load Ledger File Ledger used to record all cases handled by the dental laboratory and to indicate date of receipt, name of patient, referring facility, laboratory case number, and description of case. | Destroy 1 year after date of last entry. | Nonrecord |
| 160-8 | Precious Metals Ledger File Ledgers containing a record of date's precious metals were received from Supply Service and the combined gross troy weight of all gold received (excluding fabricated bars). Number of prefabricated gold bars received. Date, name of patient and description of each appliance fabricated. Weight of platinum received, gross weight of all gold turned over to Supply Service. Unserviceable gold appliances retained by patients along with their signature. | Destroy 3 years after date of last entry. | National Archives Job No. 350-S-61, Item 2 |

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SECTION XXXI - DENTAL SERVICE (160)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| 160-9 | Precious Metals Issue Slip File Copies of memorandums indicating amount of gold turned-in to Supply Service. | Destroy after 1 year. | National Archives Job No. 350-S-247 |
| 160-10 | Old Gold Turn-in File Correspondence and relate papers on old gold turn-in. | Destroy after 1 year. | Nonrecord |
| 160-11 | Precious Metals Record Card File Cards indicating a running record of each type of precious metal on hand and showing the amount issued and the balance on hand at all times. | Destroy 1 year card has been filed and the balance brought forward to a new card. | Nonrecord |

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SECTION XXXII – (RESERVED)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|------------------------------|--------------------|------------------|
|-----------------|------------------------------|--------------------|------------------|

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SECTION XXXIII – OFFICE OF QUALITY AND PERFORMANCE (10Q)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 10Q-1 | Credentialing and Privileging Records | | National Archives Job No. N1-15-92-3 |
| | Information pertaining to the individual's name, address, date of birth, social security number, name of medical or professional school attended and year of graduation. It also includes information involving the individual's license, registration or certification by a State licensing board and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, information about mental and physical status, evaluation of clinical and/or technical skills, and involvement in any administrative, professional or judicial proceedings. | | |
| | Health Care Provider Credentialing and Privileging Records on VA Employees. | Retire to a records center (FRC) 3 years after the employee separates from VA employment. Destroy by WITNESS DISPOSAL 30 years after the employee separates from VA employment. <i>NOTE:</i> If at the end of 3 years, less than 1 cubic foot of material has accumulated under this item, longer retention on site is authorized. A minimum of 1 cubic foot must be retired to a records center. | Item 1 |
| | Health Care Provider Credentialing and Privileging Record on Applicants who are not selected for VA employment. | Destroy by WITNESS DISPOSAL 2 years after non-selection or when no longer needed for reference, whichever is sooner. Do not transfer to records center unless volume warrants. | Item 2 |

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SECTION XXXIII – OFFICE OF QUALITY AND PERFORMANCE (10Q)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--|---|
| 10Q-2 | Quality Management (QM) Records (confidential and non-confidential) | Destroy after 3 years. | National Archives Job No. N1-15-97-4, 4/21/97 |
| | <p>Records created at health care facilities, Regional or VA Central Office levels, or by external contractors; may be produced on paper, computer disks or tapes, audio and videotapes, photographs, or other record mediums.</p> <p>Memoranda, minutes, <i>Notes</i>, letters, reports, statements of witnesses, reports of interviews and hearings, related correspondence and exhibits, findings and recommendations, and other records to document QM activities.</p> | <p><i>NOTE: Records needed for research studies, legal purposes, or quality assurance purposes may be held longer.</i></p> | |

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SECTION XXXIV – FORMS, PUBLICATIONS AND RECORDS MANAGEMENT (19E1))
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| 19E1-1 | <p>History Files/Administrative Issuance History File</p> <p>Files consist of circulars and memoranda, interim issues, procedural and operating manuals, information bulletins, pamphlets, regulations, background and supporting papers, and other directives documenting significant changes in the Agency's policies and procedures.</p> | <p>Permanent. Retire to the Washington National Records Center in 5 year blocks when latest record is 10 years old, e.g., 1970-75 in 1985. Transfer to the National Archives in 5 year blocks when 20 years, e.g., 1970-75 in 1995.</p> | <p>National Archives Job No. N1-15-92-2</p> |

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SECTION XXXV – OFFICE OF THE MEDICAL INSPECTOR (10M)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|---|
| 10MI-1 | Medical Inspector's Investigation Records | Retire to the Washington National Records Center (WNRC) after 3 years. | National Archives Job No. N1-15-94-1, Item 1a |
| | Documents, memoranda, reports, and other records related to quality assurance investigations. | After 7 years destroy at WNRC. <i>NOTE: Overall retention period is 10 years.</i> | |
| 10MI-2 | Medical Inspector Site Visit Reports | Retire to WNRC after 10 years. After 10 years, destroy at WNRC. <i>NOTE: Overall retention period is 20 years.</i> | Item 1b |
| | <i>NOTE: Pursuant to 38 United States Code 5705 (Medical Quality Assurance Record Confidentiality), and its implementing regulations, each agency record that is accepted by the Archivist of the United States for storage, processing and servicing, shall be considered to be maintained by the Department of Veterans Affairs (VA) and subject to the provisions of Title 38. The Archivist of the United States shall not disclose the records except to VA, or under the rules established by VA</i> | | |

SECTION XXXVI-ENVIRONMENTAL AGENTS SERVICE (131)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|--|
| 131-1 | Ionizing Radiation Registry (IRR) Records Hardcopy and electronic records created in connection with the Ionizing Radiation Registry Program. The record media include paper, optical disks, magnetic tapes, etc. | | National Archives Job No. NI-015-00-2, 8/29/01, Item 1 |
| | a. Original Code Sheets (or worksheets) | File with the veteran's medical records folder. | Item 1a |
| | b. Other Copies of Code Sheets (or worksheets) | Destroy after data from code sheets are entered into IRR's master database, scanned onto optical disk, and verified for accuracy. | Item 1b |
| | c. IRR Optical Disks | Cut-off at the end of the calendar year in which the IRR program terminates. Destroy 75 years after cut-off. | Item 1c |
| | d. Magnetic Tape Copies | Destroy when no longer needed for reference. | Item 1d (Non-record) |
| | e. Reports | Destroy when 2 years old or no longer needed for administrative and program purposes. | Item 1e |
| | f. Master Data Files (Copies) (Inclusive Dates: 1988 thereafter) | PERMANENT. Cut-off at the end of the calendar year. Transfer records to the National Archives in 5-year blocks 1 year after the cut-off of the most recent records in the block. | Item 1f |

NOTE 1: Transfer records from 1988 to 1997 within 1 year of approval of NA Job No. NI-015-00-2.

NOTE 2: The National Archives will create a public use version of the IRR database. The following personal identifiers (data fields) will be redacted: (1) Name, (2) Social Security Number, (3) Military Service Number, (4) Date of Birth, (5) Telephone Number, (6) Claim Number, (7) Patient's Address, (8) Name of Examiner, (9) Title of Examiner, (10) Signature of Examiner, (11) Signature of Environmental Health Clinician.

SECTION XXXVI-ENVIRONMENTAL AGENTS SERVICE (131)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|------------------|
| | g. IRR Documentation | PERMANENT. Transfer to the National Archives with the corresponding IRR Master Files, Item 131-1f. | |
| | h. Backup Copies of the Master and History Data files | Destroy after 2 additional backup cycles have been completed. | Item 1h |
| 131-2 | Gulf War Registry (GWR) Records Hardcopy and electronic records created in connection with the Gulf War Registry Program. The record media include paper, optical disks, etc. | | Item 2 |
| | a. Original Code Sheets (or worksheets) | File with the veteran's medical records folder. | Item 2a |
| | b. Other Copies of Code Sheets (or worksheets) | Destroy after data from code sheets are entered into GWR's master database, scanned onto optical disk, and verified for accuracy. | Item 2b |
| | c. GWR Optical Disks | Cut-off at the end of the calendar year in which the GWR program terminates. Destroy 75 years after cut-off. | Item 2c |
| | d. Reports | Destroy when 2 years old or no longer needed for administrative and program purposes. | Item 2d |
| | e. Master Data Files (Copies) (Inclusive Dates: 1991 thereafter) | PERMANENT. Cut-off at the end of the calendar year. Transfer records to the National Archives in 5-year blocks 1 year after the cut-off of the most recent records in the block. <i>NOTE 1: Transfer records from 1991 to 2000 within 1 year of approval of NA Job No. N1-015-00-2</i> | Item 2e |
| | <i>NOTE 2: The National Archives will create a public use version of the GWR database. The following personal identifiers (data fields) will be redacted: (1) Name, (2) Social Security Number, (3) Date of Birth, (4) Telephone Number, (5) Patient's Address, (6) Name of Examiner, (7) Title of Examiner, (8) Signature of Examiner, (9) Signature of Environmental Health Clinician.</i> | | |

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SECTION XXXVI-ENVIRONMENTAL AGENTS SERVICE (131)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| | f. GWR Documentation | PERMANENT. Transfer to the National Archives with the corresponding GWR Master Files, Item 131-2e. | Item 131-2f |
| | g. Backup Copies of the Master and History Data files | Destroy after 2 additional backup cycles have been completed. | Item 131-2g |
| 131-3 | <p>Electronic Mail and Word Processing Applications (applies to all records in this Section)</p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this section. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> | | National Archives Job No. N1-015-002, 8/29/01, Item 3, and National Archives Job No. N1-015-01-3, 12/9/02, Item 8 |
| | a. Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal email directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the record-keeping copy. | Destroy/delete within 180 days after the recordkeeping copy has been produced. | |
| | b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy. | Destroy when dissemination, revision, or updating is completed. | |

SECTION XXXVI-ENVIRONMENTAL AGENTS SERVICE (131)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| 131-4 | Agent Orange Registry Records | | National Archives Job No. N1-015-01-3, 12/9/02 |
| | Hardcopy and electronic records created in connection with the Agent Orange Registry (AOR) Program. The records consist of code sheets or worksheets, data files, correspondence and other records generated for the AOR. | | |
| | a. Unscanned Code Sheets (or worksheets.) | Destroy according to approved authority for item 136-5. | Item 1 |
| | b. Input Code Sheets (or worksheets.). | | Item 2 |
| | (1) Originals. | Destroy according to approved authority for item 136-5 | Item 2a |
| | (2) Copies Scanned onto Optical Disk. | Destroy after scanned to Electronic medium (Optical Disk) and verified for accuracy. | Item 2b |
| | c. AOR Master Database | | Item 3 |

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SECTION XXXVI-ENVIRONMENTAL AGENTS SERVICE (131)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|---|---|---|-----------|
| (1) | Master Data Files (copies) | PERMANENT. Cut-off at the end of the calendar year. Transfer records to the National Archives in 5-year blocks 1 year after the cut-off of the most recent records in the block. | Item 3a |
| <i>NOTE 1: Transfer records from 1988 to 1997 within 1 year of approval of NARA Job No. NI-015-01-3, 12/9/02.</i> | | | |
| <i>NOTE 2: The National Archives will create a public use version of the AOR database. The following personal identifiers (data fields) will be redacted: (1) Name, (2) Social Security Number, (3) Military Service Number, (4) Telephone Number, (5) Month and date of birth, (6) Claim Number, (7) Patient's Address, (8) Name of Examiner, (9) Title of Examiner, (10) Signature of Environmental Health Clinician.</i> | | | |
| (2) | Original AOR Master Database | Destroy 75 years after termination of program, or when no longer needed. | Item 3b |
| d. | Documentation for AOR Master Database | PERMANENT. Transfer a copy to NARA with initial transfer of copy of AOR database. (Send updated copy of documentation as necessary). | Item 4 |
| e. | Output Generated from AOR Master Database | Destroy when no longer needed. | Item 5 |
| f. | Optical Disk Copy and Documentation. | | |
| (1) | Optical Disk Copy of Code Sheets(or worksheets) with index | Destroy 75 years after termination of program, or when no longer needed. | Item 6 |
| (2) | Documentation for Optical Disk System | Destroy when no longer needed for system maintenance. | Item 6a |
| g. | Output Generated from Optical Disk Copy of Code Sheets (or worksheets.) | Destroy when no longer needed. | Item 7 |

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SECTION XXXVII - HEALTH ELIGIBILITY CENTER RECORDS (HEC)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|--------------|--|-------------|--|
| HEC-1 | <p>Health Eligibility Center Records</p> <p>Paper and electronic records of veterans who have applied for medical benefits at VA health care facilities, including data on the veterans' spouses. The records contain identifying information including name, address, date of birth, Social Security Number, current eligibility category, family information, including spouse and dependent(s) name, address, Social Security Number; employment information on veteran and spouse including occupation, employer(s) name(s) and address (es); financial information including family income, assets, expenses, debts; and third-party health plan contract information including health insurance carrier name and address, policy number and time period covered by the policy; facility location(s) where treatment is provided, type of treatment provided, i.e., inpatient or outpatient, and length of stay or number of visits. Documents generated as a result of income verification by computer match with records from Internal Revenue Service (IRS) and the Social Security Administration (SSA) and during the notification, verification and due process periods including initial verification letters, income verification forms, income difference/final letters, non-receipt/final letters, final confirmation letters, confirmation/due process letters, non-receipt confirmation letters, clarification letters, and all subpoena documentation. All forms of individual correspondence generated during the process or provided to HEC by match participants include, but is not limited to, copies of death certificates; discharge certificates; DD 214, Notice of Separation; disability award letters; IRS documents (i.e., form 1040's, W-2's, etc.); State Welfare and Food Stamp applications; VA and other pension applications; VA forms 10-10, Application for Medical Benefits, and 10-10F, Financial Worksheet; workers compensation forms; and various annual earnings statements as well as pay stubs.</p> | | <p>National Archives Job No. N1-15-98-3</p> |

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SECTION XXXVII - HEALTH ELIGIBILITY CENTER RECORDS (HEC)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|------------------|
| HEC-1a. | Paper Records | Destroy after accurately scanned onto optical disks. | Item 1 |
| HEC-1b. | Optical Disks or other Electronic Medium. | Delete when all phase of the Veteran's appeal rights have ended (ten years after the income year for which the means test verification was conducted). | Item 2 |
| HEC-1c. | Tapes (Received from SSA and IRS) | Destroy 30 days after the data has been validated as being a true copy of the original data. | Item 3 |
| HEC-1d. | Summary Reports and Other Output Records. | Destroy when no longer needed for current operations. | Item 4 |

***NOTE:** Depending on the record medium, records are to be destroyed by either shredding or degaussing. Regardless of record medium, no record will be retired to a Federal Records Center.*

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**SECTION XXXVIII - CIVILIAN HEALTH AND MEDICAL CARE PROGRAM OF THE DEPARTMENT OF
VETERANS AFFAIRS**
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|------------------|---|---|---|
| XXXVIII | Civilian Health and Medical Care (CHMC) Records Records created for the Civilian Health and Medical Program of VA, Spina Bifida Healthcare Program, Children of Women Vietnam Veterans Healthcare Program, VA Foreign Medical Program, and Payments for Examinations furnished Spouses and Children of Persian Gulf War Veterans. | | National Archives Job No. N1-15-03-1 |
| XXXVIII-1 | Unscanned Records All documents maintained in paper form. | Destroy 6 years after all individuals in the record become ineligible for program benefits. | Item 1 |
| XXXVIII-2 | Input Scanned Records Paper source documents that have been scanned for electronic media storage (optical disk). | Destroy after successfully scanned to electronic medium. | Item 2 |
| XXXVIII-3 | Electronic Records (Master Files) Electronic records produced from scanned documents or records received electronically (optical disk, magnetic tape or other electronic medium). | Destroy 6 years after all individuals in the record become ineligible for program benefits. | Item 3 |
| XXXVIII-4 | Output Documents Paper copies of documents generated from electronic files. | Destroy when no longer needed. | Item 4 |
| XXXVIII-5 | Backups/Duplicate Files Electronic copies retained in case the master file is damaged or inadvertently erased | Delete when identical records have been captured in a subsequent backup/duplicate file. | Item 5 |

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**SECTION XXXVIII - CIVILIAN HEALTH AND MEDICAL CARE PROGRAM OF THE DEPARTMENT OF
VETERANS AFFAIRS**

(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-------------------|---|--|------------------|
| XXXVIII-6 | Documentation Records Data system specifications, codebooks, record layouts, data dictionaries, etc. | Destroy when superseded or obsolete. | Item 6 |
| XXXVIII-7 | Electronic Indexes Indexes used to provide access to electronic files. | Delete when related files are no longer needed. | Item 7 |
| XXXVIII-8 | Electronic Mail and Word Processing Applications Records Electronic versions of records created by electronic mail and/or word processing applications for items XXXVIII-1 thru XXXVIII-7. | | Item 8 |
| XXXVIII-8a | Electronic mail copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Delete within 180 days after the recordkeeping copy has been produced. | Item 8a |
| XXXVIII-8b | Word Processing Applications Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy. | Delete when dissemination, revision, or updating is complete. | Item 8b |

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SECTION XXXIX – VET (OUTREACH) CENTERS RECORDS
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|---|
| VETCTR-1 | Outreach Counseling Folder File | | |
| | a. Psychological Counseling Records consisting of important counseling-related material from the counseling staff and significant psychological testing documents. | b. Retain in Vet Center until 5 years after the last episode of care, then retire to FRC. Destroy at FRC after 45 years. | National Archives Job No. N1-15-94-6, Item 1 |
| | b. General Administration Records consisting of General Administration Processing records, such as, referrals, <i>Notes</i> and similar material where non-counseling services were provided. | a. Destroy when no longer needed. | Item 2 |

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SECTION XL – DISASTER EMERGENCY MEDICAL PERSONNEL SYSTEM RECORDS
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------------|--|--|---|
| DEMPS-1 | Disaster Emergency Medical Personnel System (DEMPS) Records | | National Archives Job No. N1-15-00-4 |
| | <p>Records pertain to VA Employees, full-time, who have applied for participation in DEMPS and are considered for deployment as health care providers primarily in times of national emergencies in response to domestic disasters resulting from natural and technological hazards, terrorist attacks, and the employment of nuclear, biological, and/or chemical weapons of mass destruction.</p> <p>Records include employees' full name, facility, Veterans Integrated Service Network (VISN) assignment, facility address and phone number emergency contact and phone number, professional/job series, grade, specialty, current job assignment, description of advanced degree/certification (if any), physical limitations (if any), prior experience in disaster response (if any), specialized training, related military medical training, other relevant training and dates, and other information related to the employee's participation in DEMPS.</p> | | |
| | Paper Records (Input) | Destroy after converted to an electronic medium. | Item 1a |
| | Note: Microfilm format deleted. | | |
| | Magnetic tape, disk, or other electronic (Database) | Delete/Destroy when program officials determine that they are no longer needed for administrative, legal, or operational purposes. | Item 1c |

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SECTION XL – DISASTER EMERGENCY MEDICAL PERSONNEL SYSTEM RECORDS
 (All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|------------------|
| | Backup Files | Delete when the original files have been deleted, or when replaced by subsequent backup files. | Item 1d |
| | Output records extracted from electronic files (This item consists of information/data extracted from electronic files, e.g., reports, and printouts of specific data) | Delete when it is determined that they are no longer needed for administrative or operational purposes. | Item 1e |
| | Data system specifications, codebooks, etc. (Documentation) | Destroy when superseded or obsolete. | Item 1f |
| | Electronic Copies created on electronic mail and word processing systems. | | Item 1g |
| | a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Delete within 180 days after the recordkeeping copy has been produced. | Item 1g(a) |
| | b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy. | Delete when dissemination, revision, or updating is complete. | Item 1g(b) |

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SECTION XLI – (RESERVED)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|------------------------------|--------------------|------------------|
|-----------------|------------------------------|--------------------|------------------|

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SECTION XLII – HEALTHCARE RETENTION AND RECRUITMENT OFFICE
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-------------------|---|--|---|
| XLII-1 | Healthcare Retention and Recruitment Office (HRRO) Records (formerly Health Care Staff Development and Retention Office (HCSD&RO) Records | | National Archives Job No. N1-15-02-6, 1/12/04 |
| | HRRO records consist of the Employment Incentive Scholarship Program (EISP) records, Education Debt Reduction Program (EDRP) records, and related electronic records. | | |
| XLII-1a | EISP Records | | Item 1 |
| XLII-1a(1) | Records of applicants who were not selected to receive scholarship awards. | | Item 1a |
| | Paper Records | Destroy 2 years after applicant was not selected to receive an award. | Item 1a(1) |
| | Electronic Records | Delete/Erase 2 years after applicant was not selected to receive an award. | Item 1a(2) |
| XLII-1a(2) | Participant Records | | Item 1b |
| | Paper Records | Destroy 6 years and 3 months after participant's premature termination from the Program or participant's completion of service obligation whichever is applicable. | Item 1b(1) |
| | Electronic Records | Delete/Erase 6 years and 3 months after participant's premature termination from the Program or participant's completion of service obligation, whichever is applicable. | Item 1b(2) |

SECTION XLII – HEALTHCARE RETENTION AND RECRUITMENT OFFICE
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-------------------|--|--|---|
| XLII-1a(3) | Reports consisting of summarized or aggregated information | | General Records Schedule 20, 8/95 |
| | Paper Records | Destroy after no longer needed for operational purposes. | Item 3b(3), |
| | Electronic Records | Delete/Erase after no longer needed for operational purposes. | Item 4, |
| XLII-1a(4) | Documentation materials associated with the electronic records | Destroy or delete when superseded or obsolete. | Item 11a |
| XLII-1b | EDRP Records | | National Archives Job No. N1-15-02-6, Item 2, 1/12/04 |
| XLII-1b(1) | Records of applicants who were not selected to receive scholarship awards | | Item 2a |
| | Paper Records | Destroy 2 years after applicant was not selected to receive an award. | Item 2a(1) |
| | Electronic Records | Delete/Erase 2 years after applicant was not selected to receive award. | Item 2a(2) |
| XLII-1b(2) | Participant Records | | Item 2b |
| | Paper Records | Destroy 6 years and 3 months after participant's premature termination from the Program or participant's completion of service obligation, whichever is applicable. | Item 2b(1) |
| | Electronic Records | Delete/Erase 6 years and 3 months after participant's premature termination from the Program or participant's completion of service obligation, whichever is applicable. | Item 2b(2) |

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SECTION XLII – HEALTHCARE RETENTION AND RECRUITMENT OFFICE
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-------------------|--|--|---|
| XLII-1b(3) | Reports consisting of summarized or aggregated information | | General Records Schedule 20, 8/95 |
| | Paper Records | Destroy after no longer needed for operational purposes. | Item 3b(3) |
| | Electronic Records | Delete/Erase after no longer needed for operational purposes. | Item 4 |
| XLII-1b(4) | Documentation materials associated with the electronic records | Destroy or delete when superseded or obsolete. | Item 11a |
| XLII-1c | Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications for Items XLII-1a and XL11-1b. | | National Archives Job No. N1-15-02-6, Item 3, 1/12/04 |
| XLII-1c(1) | Copies that have no further administrative value after the recordkeeping copy is made. This includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Delete within 180 days after the recordkeeping copy has been produced. | Item 3a |
| XLII-1c(2) | Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Delete when dissemination, revision, or updating is complete. | Item 3b |

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SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------------|--|---|--|
| XLIII-1 | Medical Records Folder File or CHR (Consolidated Health Record) | | National Archives Job No. NI-15-91-6, Item 1 |
| | This records series contain all professional and administrative material necessary to document the episodes of medical care and benefits provided to individuals by the VA health care system. | | |
| | a. Medical Records Folder. This file constitutes the active medical or clinical records segment of the Consolidated Health Record. It completely documents diagnostic examinations and definitive medical, surgical, psychiatric, and dental care or treatment rendered a patient at a VA health care facility or at VA expense. It contains in written and graphic form the diagnostic; treatment and sociological information compiled by various members of the medical care team who participated in the care of a patient during one or more courses of treatment. In addition, it is intended to meet the legal, administrative, teaching and research needs of the VA medical staff, and provides a means of studying and evaluating the type of care rendered. VA and other monetary benefits are sometimes decided by use of information from the Medical Records Folder. | Retain in VA health care facility until 3 years after last episode of care, and then convert to an inactive medical record. | Item 1a |
| | <i>NOTE: Dental X-ray film filed in the Medical Records Folder is disposed of in accordance with item XLIII-1.</i> | | |
| | b. Administrative Records Folder(Correspondence Folder). This file constitutes the active administrative records segment of the Consolidated Health Records. It contains documentation of the patient's | Retain in VA health care facility along with the Medical Records Folder until 3 years after the last episode of care, and then convert to an inactive Medical record. | Item 1b |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|-------------|-----------|
| | <p>legal eligibility for VA medical benefits and the administrative documents relating to various episodes of hospital, nursing home, domiciliary, or outpatient care furnished at VA health care facilities.</p> | | |
| | <p>c. Perpetual Medical Record. This record was created by extracting certain documents from the Consolidated Health Record (clinical and administrative segments) after a 3-year period of inactivity from the date of discharge or release of patient from the last episode of care. It contains the following basic medical and administrative records for each episode of care:</p> | | |
| | <p>Application for medical benefits, narrative treatment summary (or equivalent), record of hospitalization (or equivalent), operation report and tissue examination report for each episode of care (if applicable). It also contains records relating to release of information, requests to amend records, records of denied access or disputes as required under the Privacy Act of 1974, and certain Ionizing Radiation and Agent Orange records.</p> | | |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| | c(1). Perpetual Medical Record has been phased out as a record series. | | Item 1c |
| | c(2). Existing Perpetual Medical Records. | Retire to records storage facility for storage. Retain at facility for the remainder of their respective retention period, then destroy at facility if not recalled along with the Inactive Medical Record counterpart. If recalled, the Inactive Medical Record counterpart must be recalled also so that the records can be converted into a Medical Records Folder File. If the records are recalled, the retention period begins anew. | National Archives Job No. N1-15-91-7, Item 1 |
| | d. Inactive Medical Record. This record contains all material relating to various episodes of hospital, nursing home, domiciliary, or outpatient care provided by VA health care facilities. It also consists of an application for medical benefits, narrative treatment summary (or equivalent), record of hospitalization (or equivalent), operation report, tissue examination report, electroencephalograph reports, electrocardiograph reports, autopsy report (if applicable), FOIA and PA related records, certain Ionization Radiation and Agent Orange records, and other related administrative and medical records. | Retire annually to the records storage facility. If not recalled by the accessioning facility for reactivation, destroy by WITNESS DISPOSAL72 years after retirement (75 after the last episode of care). | National Archives Job No. 15-91-6, Item 1d |
| XLIII-2 | Electronic Health Record | | National Archives Job No. N1-15-02-3 |
| | a. Input. | | |

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SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|------------------|
| | a(1) Paper Source Documents. | | Item 1 |
| | a(1)(a). Hardcopy version of information manually inputted into the Electronic Health Record System (EHRS). | Destroy after verification of accurate entry of information into EHRS. | Item 1a |
| | a(1)(b). Hardcopy version of information scanned onto optical disk or other magnetic media. | Destroy after verification of accurate scan onto optical disk or other magnetic media. | Item 1b |
| | a(2). Interim Electronic Source Information. | | Item 2 |
| | Electronic version of source information obtained from other electronic databases, optical disk, or other magnetic media not considered as part of the consolidated patient medical record. May include information generated electronically by medical equipment. | Destroy/Delete after migration of information to another electronic medium. Destruction of interim version of information is not to occur until it has been determined that the migrated information represents an exact duplicate of the previous version of the migrated information. | |
| | b. Electronic Final Version of Health Record | | |
| | Final, consolidated, electronic version of a Patient Medical Record. Includes information migrated from interim electronic information systems, electronic medical equipment, or information entered directly into the patient medical record information system. May be stored on optical disks or other magnetic media. | Destroy/Delete 75 years after the last episode of patient care. | Item 3 |
| | c. Output | | |

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SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|------------------|
| | c(1). Output in Electronic Form may include electronic display versions of patient orders, operation reports, health summaries, etc., and other documents associated with patient medical records. | Destroy/Delete when no longer needed for administrative or clinical operations. | Item 4 |
| | c(2). Output in Paper or other Hard Copy Form May include output consisting of printed hardcopy of patient medical records. | Destroy when no longer needed for administrative or clinical operations. | Item 5 |
| | d. Documentation May include data dictionaries, field layouts, data entry instructions, and other manuals in paper and electronic form. | Destroy/Delete when superseded or obsolete. | Item 6 |
| | e. Word Processing and Electronic Records. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items listed under XLIII-2. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. | | Item 7 |
| | e(1). Copies that have no further administrative value after the record-keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record-keeping copy. | Destroy/Delete within 180 days after the recordkeeping has been produced. | |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| | e(2). Copies used for disseminations, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy/Delete when dissemination, revision, or updating is completed. | |
| XLIII-3 | <p>Application for Medical Benefits (Applicants Not in Need of Care File)</p> <p>a. Rejected applications for hospital treatment, domiciliary care, and related material not resulting in a treatment or member status.</p> <p>b. Rejected applications for outpatient dental treatment and found not to be in need of care.</p> <p>c. Rejected applications for outpatient treatment and found not to be in need of care.</p> | <p>Destroy after 2 years applications dated prior to September 24, 1969. Rejected applications initiated after September 24, 1969, will be filed in the patient's medical records folder, if one exists within the facility or a medical records folder will be created.</p> | National Archives Job No. II-NN-3293, Item 1 |
| XLIII-4 | <p>Application for Medical Benefits (Transfer-Out File)</p> <p>Record of applications for medical benefits transferred to other VA facilities.</p> | Destroy after 1 year. | Nonrecord |
| XLIII-5 | <p>Privacy Requests File</p> <p>Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1), and under 45 CFR 164.524. Files contain original request, copy of reply, and all related supporting documents, which may include the official file copy of records requested or a copy thereof..</p> <p><i>NOTE: If the Privacy Act Request File is filed as part of another record or file, it will be maintained in accordance with the retention and disposition requirements of that record.</i></p> | | General Records Schedule 14, Transmittal No. 8, 12/98 |

SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| | a. Correspondence and supporting documents: | | |
| | (1). Granting access to all the requested records. | (1). Destroy 2 years after date of reply. | Item 21a(1) |
| | (2). Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees. | | |
| | (a). Requests not appealed. | (2)(a). Destroy 2 years after date of reply. | Item 21a(2)(a) |
| | (b). Requests appealed. | (2)(b). Destroy as authorized under item XLIII-6. | Item 21a(2)(b) |
| | (3). Denying access to all or part of the records requested. | | |
| XLIII-6 | Privacy Amendment Case File | | General Records Schedule 14, Item 22, Transmittal No. 8, 12/98 |
| | Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2) and 45 CFR 164.526; to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 U.S.C. 552a(d)(3), and to any civil action brought by the individual against the VA as provided under 5 U.S.C. 552a(g). | | |

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SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| | a. Requests to amend agreed to by agency. Includes individual's request to amend and/or review to amend, copies of agency's replies, and related material. | a. Dispose of in accordance with the approved disposition instruction for the related subject individual's record or 4 years after the facility's agreement to amend, whichever is later. | Item 22a. |
| | b. Requests to amend refused by facility. Includes individual's requests to amend and to review refusal to amend, copies of agency's statement of disagreements, agency justification for refusal to amend a record, and related materials. | b. Dispose of in accordance with the approved disposition instructions for the related subject individual's record, or 4 years after final determination by agency or 3 years after final adjudication by agency or courts, whichever is later. | Item 22b |
| | c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record. | c. Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later. | Item 22c |
| XLIII-7 | Privacy Act Control File Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor. | | General Records Schedule 14, Transmittal No. 8, 12/98 |
| | a. Registers or listings. | Destroy 5 years after date of last entry. | Item 24a |
| | b. Other files. | Destroy 5 years after final action by the agency or final adjudication by courts whichever is later. | Item 24b |
| XLIII-8 | Privacy Complaint File Records relating to the general agency implementation of HIPAA and, the Privacy Act, including notices, memoranda, routine correspondence, and related records. | <i>NOTE: SF 115 submitted to NARA</i> | |

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SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| XLIII-9 | Privacy General Administrative File | <i>NOTE: SF 115 submitted to NARA</i> | |
| | Records relating to the general agency implementation of HIPPA and, the Privacy Act, including notices, memoranda, routine correspondence, and related records. | | |
| XLIII-10 | Freedom of Information Act (FOIA) Requests File | | General Records Schedule 14, Item 11, Transmittal No. 8 12/98 |
| | Files created in response to requests for information under FOIA, consisting of the original request, a copy of the reply, and all related supporting files which may include official file copy of requested record or copy. | | |
| | a. Correspondence and supporting documents. (Excluding the official file copy of the records requested if filed.) | | Item 11a |
| | (1) Granting access to all the requested records. | (1)(a) Destroy 2 years after date of reply. | |
| | (2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay fees. | | |
| | (a). Request not appealed. | (2)(a) Destroy 2 years after date of reply. | |
| | (b). Request appealed. | (2)(b) Destroy as authorized under XLIII-11, below. | |
| | (3). Denying access to all or part of the records requested. | | |

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SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| | (a). Request not appealed. | (3)a. Destroy 6 years after date of reply. | |
| | (b). Request appealed. | (3)b. Destroy as authorized under XLIII-11, below. | |
| | b. Official file copy of requested records. | b. Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later. | Item 11b |
| XLIII-11 | Freedom of Information Act (FOIA) Appeals File Files created in responding to administrative appeals under FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply, and related supporting documents, which may include the official file copy of records under appeal. | | General Records Schedule 14, Item 14, Transmittal No. 8 12/98 |
| | a. Correspondence and supporting documents. (Excluding the file copy of the records under appeal, if filed.) | a. Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later. | Item 12a |
| | b. Official file copy of records under appeal. | b. Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later. | Item 12b |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|--|
| XLIII-12 | Freedom of Information Act (FOIA) Control File Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester. | | General Records Schedule 14, Item13, Transmittal No. 8 12/98 |
| | a. Registers or listings. | a. Destroy 6 years after date of last entry. | Item 13a |
| | b. Other files. | b. Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later. | Item 13b |
| XLIII-13 | Freedom of Information (FOIA) Act Reports File Recurring reports and one-time information requirements relating to the facility's implementation of FOIA. | Destroy when 2 years old. | General Records Schedule 14, Item14, Transmittal No. 8 12/98 |
| XLIII-14 | Freedom of Information (FOIA) Act Administrative File Records relating to the general agency implementation of FOIA, including notices, memoranda, routine correspondence, and related records. | Destroy when 2 years old. | General Records Schedule 14, Item15, Transmittal No. 8 12/98 |

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SECTION XLIII – HEALTH INFORMATION MANAGEMENT SERVICE (HIMS)
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| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| XLIII-15 | Domiciliary Members Treatment Folder | | National Archives Job No. NI-15-87-4, Item 2 |
| | Type J medical and dental treatment records, which document services rendered to a domiciliary member during his/her stay at a domiciliary. This records folder series was discontinued at domiciliary on May 15, 1971, and was replaced by the Medical Records Folder Series. | | |
| | a. Domiciliary Members Treatment Folders on hand at domiciliary on or after May 15, 1971. | Convert to Medical Records Folder and follow disposition requirements of that file series. | Item 2a |
| | b. Domiciliary Members Treatment Folders retired to Federal and Records Centers (FARCs) on or after June 20, 1968. <i>NOTE: Folders have been transferred to the VA Records Center.</i> | Retain at records storage facility until recalled for reactivation and subsequently converted to a Medical Records Folder, or destroy by WITNESS DISPOSAL 75 years from date of separation or release of members from domiciliary. <i>NOTE: Folders retired for 1963 records and prior years records are eligible for destruction in the year 2039.</i> | Item 2b |
| XLIII-16 | Domiciliary Members Correspondence Folder | | Item 3 |
| | All essential administrative records accumulated during member's stay at the domiciliary which document member's admission, maintenance, activities, development, treatment rehabilitation, separation or discharge. Also included are records related to disciplinary actions, leaves of absence or furloughs, correspondence between the domiciliary and welfare agencies, service groups and public officials; reports of previous hospitalization or domiciliary care, etc. This records series was discontinued at domiciliary and was replaced by the Medical Records Folder series. | | |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|------------------|
| | a. Domiciliary Members Correspondence Folders on hand at domiciliaries on or after May 15, 1971. | Convert to Administrative Records Folder (Correspondence Folder) and follow disposition requirements of that file series. | Item 3a |
| | b. Domiciliary Members Correspondence Folders retired to Federal Archives and Records Centers (FARCs) on or after June 20, 1968. <i>NOTE: Folders have been transferred to the VA Records Center.</i> | Retain at records storage facility until recalled for reactivation and subsequently converted to a Medical Records Folder, or destroy by WITNESS DISPOSAL 75 years from the date of separation or release of member from domiciliary. <i>NOTE: Folders retired for 1963 records and prior years records are eligible for destruction in the year 2039.</i> | Item 3b |
| XLIII-17 | Outpatient Treatment Folder File Folders under this record series have been established only for veterans treated for service connected and/or adjunct conditions on an outpatient basis. The file contains medical histories and physical examinations, VA treatment and progress records, fee basis reports of medical care, VA and non-VA hospital summaries, and other medical records, including dental treatment records, mental hygiene, prosthetic and sensory aid, and similar records. This folder contains professional and administrative records pertaining to outpatient services rendered and are designed to give the professional staff as complete a clinical background as is possible upon which to base conclusions and determine courses of outpatient treatment and to take action and properly document such administrative actions as are necessary and required. | | Item 4 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|---|---|----------------|
| | <p>This records series has been phased out as a separate folder file, and new folders have not been established since October 1, 1983. The information formerly maintained under this series is now being maintained in the two active segments of the Medical Records Folder File (or Consolidated Health Record), Item XLIII-1.</p> | | |
| | <p>a. Outpatient Treatment Folders currently on hand at VA medical facilities.</p> | <p>Transfer to Medical Record Folder File (or Consolidated Health Record) and retain in VA health care facility until 3 years after last episode of care, then convert to a Perpetual Medical Record and an Inactive Medical Record</p> | <p>Item 4a</p> |
| | <p><i>NOTE: Disposition of Dental X Ray Film which may be filed in this folder is in accordance with item 160-6.</i></p> | | |
| | <p>b. Outpatient Treatment Folders (OTFs) retired to Federal Records Centers (FRCs) on or after June 20, 1968. <i>NOTE:</i> OTFs were transferred from FRCs to the VA Records Center in 2004</p> | <p>Retain at records storage facility until recalled for reactivation and subsequently converted to a Medical Records Folder, or destroy by WITNESS DISPOSAL 75 years from date of separation or release of members from domiciliary.</p> | <p>Item 4b</p> |
| | <p><i>NOTE: Folders retired for 1963 records and prior years records are eligible for destruction in the year 2039.</i></p> | | |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|---|
| XLIII-18 | Business Associate Agreement File This file consists of contractual agreements between VA and an individual or entity for the performance of functions or activities involving the use or disclosure of individually-identifiable health information. This item includes agreements and related documents produced at the national and facility levels. | Destroy 6 years and 3 months after termination of agreement. | General Records Schedule 3, Item 3, Transmittal No. 16, 3/27/06. |
| XLIII-19 | Hospital Counseling Resources File Information concerning local community hospital costs, local charges for physicians' services, hospitalization, insurance benefits, and related material used to counsel NSC veterans. | Destroy when replaced by more current information. | Nonrecord |

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SECTION XLIV – OCCUPATIONAL HEALTH PROGRAMS (136)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| XLIV | <p>Automated Safety Incident Surveillance and Tracking System (ASISTS)</p> <p>This file captures information pertaining to occupational injuries and illnesses. It also captures and stores specific information on current and former employees, trainees, contractors, contract personnel, subcontractors, students, providers and consultants, volunteers, maintenance personnel, and other individuals who have reported an occupational illness or injury.</p> | | National Archives Job No. N1-15-05-3, 2/21/06 |
| XLIV-1 | <p>Master Files (National Database)</p> <p>This file contains aggregate data on individuals who have reported an occupational illness or injury.</p> | Cut-off at the end of the calendar year. Destroy or delete 6 years after cut-off. <i>NOTE: Disposition suspended pending NARA approval of new requirements.</i> | Item 1 |
| XLIV-2 | <p>Local Files</p> <p>This file contains facility specific data on individuals who have reported an occupational illness or injury.</p> | Cut-off at the end of the calendar year. Destroy or delete 6 years after cut-off. <i>NOTE: Disposition suspended pending NARA approval of new requirements</i> | Item 2 |
| XLIV-3 | <p>Office of Public Health and Environmental Hazards Files</p> <p>This file consists of duplicate data extracted from the master file.</p> | Destroy or delete when no longer needed for administrative or other operational purposes. <i>NOTE: Disposition suspended pending NARA approval of new requirements</i> | Item 3 |

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SECTION XLIV – OCCUPATIONAL HEALTH PROGRAMS (136)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|------------------|
| XLIV-4 | Backup Files This file consists of duplicate data created for backup purposes. | Delete when the master files have been deleted or replaced by a subsequent backup file. | Item 4 |
| XLIV-5 | Input Source Records a. Electronic version of source information obtained from other electronic sources. b. Paper version of source information. | Delete after information has been entered into the local or master files and are no longer needed to support those files. Destroy after information has been entered into the local or master files and are no longer needed to support those files. | Item 5 |
| XLIV-6 | Output Records Printouts, reports, etc, that are produced from the system. a. Output in Electronic Form Electronic display versions of information associated with ASISTS. b. Output in Paper or Other Hardcopy Form Paper and hardcopy documents associated with ASISTS. | Delete when no longer needed for administrative, legal, audit, or other operational purposes. Destroy when no longer needed for administrative, legal, audit, or other operational purposes. | Item 6 |

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SECTION XLIV – OCCUPATIONAL HEALTH PROGRAMS (136)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|--|------------------|
| XLIV-7 | Documentation Documentation includes data dictionaries, field layouts, data entry instructions, and other manuals in paper and electronic form. | Destroy/delete when superseded or obsolete. | Item 7 |
| XLIV-8 | Word Processing and Electronic Records Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records. Includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. | | Item 8 |
| | a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. | Destroy/delete within 180 days after the recordkeeping copy has been produced. | |
| | b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy/delete when dissemination, revision, or updating is completed. | |

SECTION XLV – PATIENT REPRESENTATION PROGRAM
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|---|
| XLV-1 | Patient Representation Program Records The records contain information on patients and family members, VA health care providers, community members Congressional liaisons, veterans service organizations, attorneys, and other individuals interested in improving the relationship between VHA and the veteran community. | | National Archives Job No. N1-15-05-2, 5/29/06 |
| | a. Paper Files Records used to create and update electronic files. | Destroy after 7 years old. | Item 1 |
| | b. Electronic Files Electronic records used to update the master file. | Delete after the information has been entered into the master file. | Item 2 |
| | c. Master Files Records and information extracted from the electronic files. | Destroy when files are updated or superseded. Longer retention is authorized if the files are needed for business purposes. | Item 3 |
| | d Back-up Files Electronic copies of electronic files and master files. | Destroy after two additional backup cycles have been completed. Longer retention is authorized if the files are needed for business purposes. | Item 4 |

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SECTION XLV – PATIENT REPRESENTATION PROGRAM
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--|------------------|
| | e. Reports Hardcopy reports generated from electronic files and master files. | Destroy after 2 years old. Earlier disposal is authorized if the reports are no longer needed for business purposes. | Item 5 |
| | f. Documentation Records used to operate and maintain electronic files and software. | Destroy when superseded or obsolete. | Item 6 |

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SECTION XLVI – LIBRARY SERVICE
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|----------|--|--------------------------------------|--|
| XLVI | <p>Library Network (VALNET) – VA Records</p> <p>Consist of records on the following individuals: employees and patients who have checked out or requested Library materials such as books, audiovisual software, and equipment and periodicals; employees who have requested the loan of books, audiovisuals and periodicals from other libraries via interlibrary loan, and current patients who use computers located in the library. Also included are Library cards containing information on employees and patients who check out materials from the library</p> | Destroy when superseded or obsolete. | General Records Schedule 14, item 6, 12/98 |

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SECTION XLVII – OFFICE OF RESEARCH OVERSIGHT (ORO)
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-------------|---|--|--|
| XLVII | OFFICE OF RESEARCH OVERSIGHT (ORO) | | |
| XLVII-1 & 2 | Research Misconduct Investigation Records | | National Archives Job No. N1-015-06-1, 7/12/06 |
| | <p>This item pertains to records that are created and/or used as a result of allegations of research misconduct. <i>(NOTE: Other ORO investigation records are not covered by this item.)</i> The records are maintained by VA medical facilities, VISN offices, ORO Central and Regional Offices, and VA Central Office.</p> <p>Transcriptions and recordings of interviews; correspondence such as letters, memoranda, printed e-mails, and telephone logs; copies of research protocols, data, laboratory <i>Notebooks</i>, and medical records; copies of draft and final research publications and grant applications; and other <i>Notes</i> and documents that are created and/or used in the investigation proceeding.</p> <p><i>NOTE: Where applicable, the records are protected from disclosure by exemptions to the Freedom of Information Act (5 United States Code (U.S.C. 552(b)), the Privacy Act (5 U.S.C. 552a), 38 U.S.C. 5701, 5705, and 7332, and the HIPAA Privacy Rule (45 CFR Parts 160 and 164).</i></p> | | |
| XLVII-1 | Research Misconduct Investigation Records (Hardcopy) | Destroy 7 years after the case is closed, when all corrective actions are completed, or when all claims for or against VA related to the matter are finalized, whichever is later. | National Archives Job No. N1-015-06-1, 7/12/06, Item 1 |
| | Records created and maintained in the course of a research misconduct investigation, including receipt of allegation, threshold assessment, inquiry, investigation, and administrative appeal. | | |

XLVII-1

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SECTION XLVII – OFFICE OF RESEARCH OVERSIGHT
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| XLVII-2 | <p>Research Misconduct Investigation Records (Electronic copies)</p> <p>Electronic versions of records created by electronic mail and word processing applications covered by Item XLVII-1.</p> | | National Archives Job No. N1-015-06-1, 7/12/06, Item 2 |
| XLVII-2a | Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal email directories, or other personal email directories, or other personal directories on hard disk or network drives and copies on shared network drives that are used only to produce the recordkeeping copy. | Destroy or delete after the recordkeeping copy has been produced. | Item 2a |
| XLVII-2b | Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. | Destroy or delete when the above action has been completed. | Item 2b |
| XLVII-3 | <p>Assurance Files and Related Records</p> <p>Records obtained or created by ORO concerning Research Assurances filed by VA facilities and/or affiliated institutions. These records may include VA or other Federal department or agency assurance documents; Federal-wide assurances (FWAs), memoranda of understanding (MOUs); membership rosters; work papers, and other documents obtained or created by ORO in the course of its assurance oversight activities. Assurance records may be categorized as critical or supplemental.</p> | | National Archives Job No. N1-015-07-3, Item 1, 8/17/07 |

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SECTION XLVII – OFFICE OF RESEARCH OVERSIGHT
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| XLVII-3a | Critical Assurance Records Signed copies of MOUs and Assurances and their attachments, including membership rosters, which are critical to documenting the assurance status of a VA facility or its affiliates. | Destroy 7 years after the Assurance has expired or been superseded. | Item 1a |
| XLVII-3b | Supplemental Assurance Records Work papers and other documents related to ORO's Assurance activities | Destroy after the Assurance has expired or been superseded. | Item 1b |
| XLVII-4 | Briefing Records Materials created by ORO for internal use in briefing the Secretary of the Department of Veterans Affairs, the Under Secretary for Health, the Principal Deputy Under Secretary for Health, and/or other VA or Executive Branch officials or offices. | Permanent. Transfer to the National Archives in 5-year blocks when 30 years. | National Archives Job No. N1-015-07-3, 8/17/07, Item 2 |
| XLVII-5 | Case Files Documents obtained or created by ORO in the course of Individual For-Cause Compliance Evaluations, Routine Reviews, Compliance Monitoring, Adverse Event Monitoring, or other ORO Compliance Oversight activities related to human research protections, laboratory animal welfare, or research safety and security. Case Files may include Compliance Decision Documents, Compliance Support Documents, Work Papers, or other | | National Archives Job No. N1-015-07-3, 8/17/07, Item 3 |

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SECTION XLVII – OFFICE OF RESEARCH OVERSIGHT
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|--|
| | documents obtained or created in the course of such ORO compliance oversight activity. Documents in case files may be categorized as critical or supplemental. | | |
| XLVII-5a | Critical Case Records Compliance Decision Documents, Critical Compliance Support Documents, Critical Work Papers and other critical documents (as defined elsewhere in this section) obtained or created in the course of ORO compliance oversight activity. | Destroy 7 years after resolution of the case. | Item 3a |
| XLVII-5b | Supplemental Case Records Supplemental Compliance Support Documents, Supplemental Work Papers, and other Supplemental documents (as defined elsewhere in this schedule) in the course of ORO Compliance Oversight activity. | Destroy after final resolution of the case. | Item 3b |
| XLVII-6 | Compliance Decision Documents Reports, letters, and memoranda (including attachments) that convey interim or final findings, decisions, or determinations related to For-Cause Compliance Evaluations, Routine Reviews, Compliance Monitoring, Adverse Event Monitoring, or other ORO compliance oversight activities concerning human research protections, laboratory animal welfare, or research safety and security. | Destroy 7 years after resolution of case. | National Archives Job No. N1-015-07-3, 8/17/07, Item 4 |

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SECTION XLVII – OFFICE OF RESEARCH OVERSIGHT
(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|-----------------|---|---|--|
| XLVII-7 | Compliance Support Documents Documents providing support for ORO findings, decisions, or determinations related to For-Cause Compliance Evaluations, Routine Reviews, Compliance Monitoring Adverse Event Monitoring, or other ORO compliance oversight activity concerning human research protections, laboratory animal welfare, or research safety and security. Compliance Support Documents may include work papers; correspondence to or from complainants, VA facilities or personnel, and other parties; adverse event, noncompliance, suspension, or termination reports; copies of medical or research records; copies of relevant facility policies and procedures, research protocols, and informed consent documents; corrective action plans and progress reports; or other documents; corrective action plans and progress reports; or other documents created or obtained in the course of ORO's oversight activities. Decision support documents may be categorized as critical or supplemental. | | National Archives Job No. N1-015-07-3, 8/17/07, Item 5 |
| XLVII-7a | Critical Compliance Support Documents Documents providing substantive direct evidence in support of ORO findings, decisions, or determinations that are likely to require justification or be questioned, disputed, or subjected to litigation. | Destroy 7 years after final resolution of case. | Item 5a |

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SECTION XLVII – OFFICE OF RESEARCH OVERSIGHT
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| Item No. | Title and Description | Disposition | Authority |
|----------|--|---|--|
| XLVII-7b | <p data-bbox="277 394 743 457">Supplemental Compliance Support Documents</p> <p data-bbox="277 495 743 688">Documents not providing direct substantive evidence in support of ORO findings, decisions, or determinations that are likely to require justification or be questioned, disputed, or subjected to litigation.</p> | Destroy after final resolution of the case. | Item 5b |
| XLVII-8 | <p data-bbox="277 764 699 791">Congressional Relations Records</p> <p data-bbox="277 829 699 961">Reports prepared by ORO for transmittal to members of Congress, Congressional Committees, or Congressional staff.</p> | | National Archives Job No. N1-015-07-3, 8/17/07, Item 6 |
| XLVII-8a | Quarterly Reports | Destroy 2 years after the material is presented. | Item 6a |
| XLVII-8b | Annual Reports | Permanent. Transfer to the National Archives in 4-year blocks when 20 years old. | Item 6b |
| XLVII-9 | <p data-bbox="277 1270 727 1297">Correspondence</p> <p data-bbox="277 1335 727 1600">Letters and memoranda of a general nature that do not establish a policy or precedent and are not retained elsewhere by ORO. Correspondence includes letters and memoranda responding to requests for information or clarification regarding established policies or precedents.</p> | Destroy 2 years after date of issuance. | National Archives Job No. N1-015-07-3, 8/17/07, Item 7 |

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SECTION XLVII – OFFICE OF RESEARCH OVERSIGHT
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| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|---|---|
| XLVII-10 | Information and Outreach Materials Documents developed by ORO to provide information to specific audiences or the general public concerning matters within ORO's areas of responsibility. Information and outreach materials include papers and presentations describing or clarifying established ORO activities, functions, or responsibilities. | Destroy 1 year after presentation or publication or thereafter when no longer needed for reference. | National Archives Job No. N1-015-07-3, 8/17/07, Item 9 |
| XLVII-11 | Office of Research Compliance and Assurance (ORCA) Records Documents and materials related to the creation of ORCA; the transition of ORCA to ORO; and ORCA activities not carried over to ORO. | Destroy 7 years after no longer needed. | National Archives Job No. N1-015-07-3, 8/17/07, Item 10 |
| XLVII-12 | Policy Precedent Records Standard operating procedures, or other documents originating in ORO, or developed at the request of ORO, that provide clarification or precedent upon which ORO takes action, makes determinations, or provides recommendations. | Permanent. Transfer to the National Archives in 5-year Blocks when 30 years old. | National Archives Job No. N1-015-07-3, 8/17/07, Item 11 |
| XLVII-13 | Quality Assurance (QA) Records Materials related to ORO's Quality Assurance (QA) activities. QA Records may be categorized as critical of supplemental. | | National Archives Job No. N1-015-07-3, 8/17/07, Item 12 |

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(All Records Series are temporary except where indicated)

| Item No. | Title and Description | Disposition | Authority |
|------------------|--|--|---|
| XLVII-13a | Critical QA Records Reports and accompanying data tables providing the outcome of ORO quality assurance activities. | Destroy 7 years after the report is finalized. | Item 12a |
| XLVII-13b | Supplemental QA Records Work papers, data tables, and source documents created or obtained by ORO Central Office or Regional Offices in support of ORO's activities. | Destroy 1 year after the report is finalized. | Item 12b |
| XLVII-14 | Reference Documents Materials retained solely for reference and information purposes. Reference documents may include materials developed by ORO that are not required to be retained by other items in this section, or materials originating outside ORO and of interest to ORO, including (but no limited to): publications, periodicals, books, journal articles and news clippings, materials from conferences and workshops, informational materials about events or activities, other items or interest to ORO. | Review annually and destroy when no longer needed. | National Archives Job No. N1-015-07-3, 8/17/07, Item 13 |

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| Item No. | Title and Description | Disposition | Authority |
|------------------|--|--|---|
| XLVII-15 | Work Papers Staff <i>Notes</i> and analyses, printed e-mail messages, telephone <i>Notes</i> , interview <i>Notes</i> , meeting agendas and <i>Notes</i> , meeting handouts, logs, calendars, diaries, and other materials created by ORO staff while serving in an official capacity as follows: work papers may be retained as created or may be incorporated into summary documents. Work papers that are incorporated into summary documents may be destroyed provided that the summary documents are retained as follows. Work papers may be categorized as critical of supplemental. | | National Archives Job No. N1-015-07-3, 8/17/07, Item 14 |
| XLVII-15a | Critical Work Papers Work papers that constitute Critical Compliance Support Documents, Critical QA Records, or Critical Assurance Records. Printed E-mail messages that are categorized as Critical Work Papers must be retained in hard copy. | Relate work papers to the appropriate official file and destroy when the official file is destroyed. | Item 14a |
| XLVII-15b | Supplemental Work Papers Work papers that do not constitute Critical Compliance Support Documents, Critical QA Records, or Critical Assurance Records. | Relate work papers to the appropriate official file and destroy when the case has been resolved or the relevant matter has been completed. | Item 14b |
| XLVII-16 | Work Status Records Reports of records that summarized the status of ORO Assurance, Compliance, or other activities. | Destroy 2 years after the records are no longer current. | National Archives Job No. N1-015-07-3, 8/17/07, Item 15 |

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| Item No. | Title and Description | Disposition | Authority |
|-----------------|--|--------------------------------|------------------|
| XLVII-17 | Duplicate Records Copies of organized records maintained elsewhere by ORO. | Destroy when no longer needed. | Nonrecord |

VITAL RECORDS SCHEDULE

Vital Records are shipped to the VA Records Center & Vault (VARC&V)

NOTE: The files listed below only apply to those records maintained at the VARC&V

| Item No. | Title and Description | Shipping Schedule | Disposition at the VARC |
|-----------------|--|--------------------------------|---|
| 38. | <p>Construction Contract Records, Basic File</p> <p>This record series consists of microfilm of files for contracts awarded by field facilities, excluding drawings, maintained by the Finance Officer who certifies vouchers.</p> | 1957 | Retain indefinitely. |
| 38-1. | <p>Construction Contract Records, New Files, Additions, Changes</p> | Monthly | Retain indefinitely. |
| 52. | <p>Patients' and Members' Accounts, Active or Inactive during the Year</p> <p>This records series consists of microfilm, electronic (tape or disk) of Patients' and Members' Accounts, Personal Funds of Patient, VA Form 10-1083 series, and records maintained for General Post Fund, National Homes.</p> | Annually in February and March | Destroy upon receipt of succeeding year's film. |
| 56. | <p>Patient Data Card Listing File (Active)</p> <p>Listing of patient data cards issued to patients.</p> <p><i>NOTE: As a result of full implementation of the Veterans Universal Access Identification Card (VIC) initiative, the Patient Data Card Listing File will be renamed to the VIC Listing File.</i></p> | Annually | Destroy upon receipt of succeeding year's film. |
| 58. | <p>Daily Gains and Losses Sheets File</p> <p>Daily patient gains and losses sheets.</p> | Daily | Destroy all sheets postmarked prior to receipt of the latest dated item on the patient data card listing. |