

October 16, 1998

**PREPARING VA FORM 7468, REQUEST FOR DISPOSITION OF RECORDS, AND
PROCESSING VHA RECORDS FOR DISPOSITION**

1. PURPOSE: The purpose of this Under Secretary for Health memorandum is to provide procedures to transfer inactive Veterans Health Administration (VHA) records to the Department of Veterans Affairs (VA) Central Office Records Storage Facility (033A4) or to the Washington National Records Center (WNRC).

2. POLICY

a. VHA records will be maintained in accordance with VA's policy and procedures on records management, VA Directive 6300, Records and Information Management and VA Handbook 6300.1, Records Management Procedures.

b. VHA Records Control Schedule (RCS) 10-1, the National Archives and Records Administration (NARA) General Records Schedules (GRS), or any other appropriate records schedule will be used to determine retention and disposal requirements for VHA records.

c. VHA employees will obtain assistance from the Directives, Forms and Records Management staff (193B1) on issues concerning the retention and disposition of VHA records.

3. ACTION

a. **Responsibility of VHA Headquarters and VA Central Office Officials and Employees.** "VHA Headquarters" refers to those Central Office elements aligned under VHA. "VA Central Office" refers to organizational elements aligned under other Central Office organizations.

(1) The Chief Information Officer (19) is responsible for direction of a comprehensive records management program in VHA.

(2) The Directives, Forms and Records Management Division (193B1), is responsible for developing policy and procedures for effective records management in VHA. More specifically, this office is responsible for approving VA Form 7468, Request for Disposition of Records, that is used to initiate action to properly dispose of VHA Headquarters records.

(3) Office and service directors are responsible for ensuring that records under their jurisdiction are disposed of in accordance with Federal law, NARA records management regulations, VA and VHA policies and procedures, and this memorandum.

(4) Employees are responsible for ensuring that records are retained and disposed of in accordance with established records management requirements.

(5) VA Central Office Records Storage Facility (033A4) officials are responsible for operating and maintaining a records storage area for inactive records. They are also responsible for transferring inactive records to the WNRC.

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b. **Eligibility for Records Disposition.** Before records can be transferred to the VA Central Office Records Storage Facility or the WNRC, the user of the records must determine that the records are not needed for current operation. Inactive records are stored in the VA Central Office Records Storage Facility or the WNRC. On the basis of the retention requirement, VA Central Office Records Storage Facility officials will determine whether the records are eligible for retirement to the WNRC. Nonrecord materials are destroyed when no longer needed for reference purposes. Unappraised records may be stored in the VA Central Office Records Storage Facility pending approval of Standard Form 115, Request for Records Disposition Authority, by NARA if space is available.

c. **Instructions for Completing VA Form 7468, Request for Disposition of Records.** VA Form 7468, Request for Disposition of Records, (Attachment A) is used to initiate action to transfer inactive records to the VA Central Office Records Storage Facility or to the WNRC. It is also used to document the final disposition action for the records.

(1) For completion of VA Form 7468, see Attachment B of this memorandum.

(2) VA Form 7468 will be submitted by program officials to the Directives, Forms and Records Management Division for approval. The Directives, Forms and Records Management Division will submit the form to the VA Central Office Records Storage Facility official for action. Three copies of the form will be processed when requesting storage for the records. Two copies will be processed when requesting immediate destruction of the records.

d. **Preparation of Records for Storage**

(1) Before preparing the records for transfer, remove extraneous materials such as nonrecord material and identical documents. Documents must be filed in folders, binders, or envelopes. All folders, binders, and envelopes must be properly labeled consistent with the informational content of the records. Labels must be affixed on the tab at the top of the folder.

(2) Letter-size folders must face the front of the box. Legal-size folders must face the left-side of the box. Each box must contain a listing of its contents and the records must be arranged in the same manner as indicated on the listing.

(3) For storage of records, standard-size record storage boxes (NSN 8115-00-117-8249) are to be used to transfer records to the VA Central Office Records Storage Facility. Storage boxes, 14-3/4" x 12" x 9-1/2", may be obtained from the local supply area. Boxes are not to be marked unless authorized by a VA Central Office Records Storage Facility employee.

(4) Do not overpack boxes. Do not add additional files on the bottom, side or top of the records in the box. If the last box is not completely full, add packing material to strengthen the box.

(5) For records that are eligible for immediate destruction, other boxes such as Xerox boxes may be used to transfer the records to the VA Central Office Records Storage Facility.

e. **Retrieval of Records.** Requests to recall records will be coordinated through VHA's Records Management Officer to VA Central Office Records Storage Facility. Using a copy of VA Form 7468, requesters should provide the title and description of the records, date the records were transferred to local storage, and the location block number or accession number for the records. If the above information cannot be provided, requesters should provide other information that will be helpful in identifying the exact location of the records.

f. **Unappraised and Unscheduled Records**

(1) Unappraised and unscheduled records are those records that have not been evaluated to determine their record retention value. Such records are not listed in VHA's RCS 10-1, NARA's GRSs, or any other authorized records schedule.

(2) Unappraised and unscheduled records may be stored under emergency conditions. Regardless of the necessity to store these records, VHA's Records Office is to be contacted immediately when it has been determined that unappraised and unscheduled records exist. While these records may be stored in the VA Central Office Records Storage Facility depending on space availability, they cannot be shipped to the WNRC.

(3) The Directives, Forms and Records Management Division staff will take appropriate steps to schedule the records with NARA.

g. **Archival Records.** Archival records are those records that have been appraised for permanent retention. They will be offered to the National Archives after they are no longer needed by the transferring organization.

(1) Standard Form 258, Agreement to Transfer Records to the National Archives of the United States, is used to transfer archival records to the National Archives.

(2) The Directives, Forms and Records Management Division staff will prepare the SF 258 and submit it to the Department's records officer for action.

h. **Termination of an Office or Service.** When a determination is made to abolish an Office or Service, the Directives, Forms and Records Management Division staff should be contacted so that arrangements can be made to properly dispose of the Office or Service records.

4. REFERENCES

a. VA Directive 6300, Records and Information Management, and VA Handbook 6300.1, Records Management Procedures.

b. RCS 10-1.

c. General Records Schedules.

5. RESPONSIBILITY: The Directives, Forms and Records Management Division staff (193B1) is responsible for the contents of this VHA memorandum.

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6. RESCISSIONS: VHA Memorandum 10-97-001 is rescinded.

7. RECERTIFICATION: This VHA Memorandum will be recertified on or before the last day of (Date).

Thomas L. Garthwaite, M.D.
Acting Under Secretary for Health

Attachments

Distribution: CO and VISN: E-mailed 10/20/98

ATTACHMENT A

SAMPLE OF VA FORM 7468, REQUEST FOR DISPOSITION OF RECORDS

Attachment A is not available electronically. To obtain a copy check with your facility Publications Control Officer, or a copy may be made in the Under Secretary for Health's Library Room 675GG VA Central Office

ATTACHMENT B

INSTRUCTIONS FOR COMPLETING VA FORM 7468

VA Form 7468, Request for Records Disposition, is to be completed as follows:

BLOCK	ACTION
1	Mail routing symbol 033A4 for Department of Veterans Affairs (VA) Central Office Records Storage Facility.
2	Organizational title of office requesting record disposal action.
3	Mail routing symbol for office requesting record disposal action.
4	Room number and building where the records are to be picked-up.
5 and 6	Name and telephone number of individual who can answer questions about the records.
7	Leave blank (item not applicable).
8	Title and description of the records as provided in the appropriate records schedule, e.g., RCS 10-1.
9A-G	Type and size of records, i.e., originals, copies, etc..
10	The cutoff period for records should be indicated as shown in the examples below: January 1, 1999 through December 31, 1999, or Calendar Year (CY) 99. October 1, 1999 through September 30, 1999, or Fiscal Year (FY) 99.
11	Indicate the number of containers (boxes, fiche jackets, etc).
12	Indicate file sequence, e.g., alphabetical, numerical.
13	Indicate the cubic feet of the total number of boxes to be transferred. Note: Each record storage box is equivalent to one cubic foot.
14	Leave blank or indicate "NA" for not applicable. Linear foot measurement not used for record storage purposes.
15A-G	Check the appropriate disposition action requested, e.g., "destroy immediately." NOTE: <i>The destruction date for the records must conform with the expiration date of the retention requirement.</i>

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BLOCK	ACTION
16A, B, C	Provide the appropriate RCS authority, item number, and page number that establish retention and disposition requirements for the records. Such authorities are obtained from RCS 10-1 or other records control schedules.
17A and E	Signature of approving official and date of approval.
18A and B	Leave blank. The Directives, Forms and Records Management Division official will sign and date.
19A and B	Leave blank. VA Central Office Records Storage Facility officials will sign and date after disposition action has been completed.