

VHA MEMORANDUM
NO. 10-94-004

MAINTENANCE, DISPOSITION, AND STORAGE OF THE VETERANS
HEALTH ADMINISTRATION (VHA) OFFICIAL FILES

1. PURPOSE: The purpose of this VHA Memorandum is to reissue procedures on the maintenance, disposition, and storage of the VHA official files. This Memorandum replaces VHA Memorandum 10-92-008.

2. POLICY

a. Official File Stations are established in accordance with the requirements of OI-1, Part I, Chapter 4. Requests for additions to or deletions from the attached list of Official File Stations are to be forwarded to the VHA Records Officer, Medical Administration Service (161B4).

b. VHA official files will be maintained by the VHA Centralized File Station (101B) and other designated official file stations. Inactive Official Files are to be transferred to the VA Central Office Records Storage Area (031B1A) after they are no longer needed for current operations.

c. VHA official files are maintained in accordance with Records Control Schedule (RCS) 10-1, General Records Schedules, and Appendix B of OI-1, Central Office Operating Instructions. Official files are to be destroyed only after expiration of their authorized retention requirements.

d. OI-1, Part 1, Chapters 2 and 4, MP-1, Part II, Chapter 1 and the VHA Supplement to it, provide the overall policy and procedures for the maintenance and disposition of Central Office files.

3. ACTION

a. Official File Stations. Official files are arranged pursuant to the subject-numeric classification system. The subject-numeric classification system provides an orderly arrangement of record subjects by functional groupings. Official files are arranged by their primary subject and can be further separated as necessary

by using secondary, tertiary, and other subdivision categories.
For example:

Primary Subject Title
1 Records and

Information Management

Secondary Subject-numeric Subdivision
1-1 Forms

Tertiary Subject-numeric Subdivision
1-2 History File

THIS VHA MEMORANDUM EXPIRES MAY 26, 1997

(1)

VHA Centralized File Station. The VHA Centralized File Station (101B) is the primary file station for official Agency files. It has been established in accordance with the procedures in Central Office Operating Instructions, OI-1, Part I, Chapter 4, Appendices B and C. Official files may be requested in person, by telephone, or in writing.

(2)

Alternate Official File Stations. Alternate official file stations have been designated and are listed on the attachment to this memorandum. Only those official files listed on the attachment are exempt from being maintained in the VHA Centralized File Station. Requests for official files will be made directly to the office having custody of the file.

(3)

Control of Official Files.

(a)

Official file station employees are responsible for maintaining essential records documenting the operations and activities of the respective service or staff office.

(b)

Employees who request records from a VHA official file station will be responsible for assuring that the security of the material is maintained and that all material is returned to the file station on a timely basis.

b.

Unauthorized/Unofficial Files. Unauthorized or unofficial files, that is, files not required in the conduct of official Agency business should not be maintained.

c.

Duplicate or Convenience Files. Chronological, reading, and/or working files solely maintained for convenience should be disposed of when no longer needed. These documents are not to contain official file documents and will remain separate from official files. Service and staff directors will review all duplicate and/or convenience files maintained outside VHA

official file stations to determine which files are eligible for transfer to the local records storage area.

d.

Personal Files. Records of a private nature that pertain only to an individual's personal affairs are to be filed separately from official files. Under no circumstance are personal files to be interfiled with official files.

e.

VA Form 7468, Request for Records Disposition. This form will be used to effect the transfer of inactive files to the local storage area and to initiate action for destruction of the files. When files become eligible for disposal, i.e., transfer or destruction, the requesting office will prepare VA Form 7468 and forward it through the Agency's Records Management office to the Central Office Records Management Officer. The Under Secretary for Health Memorandum Number 10-94-002 provides specific procedures for the transfer of inactive records to the VACO Records Storage Area.

4. REFERENCES

a. MP-1, Part II, Chapter 1; VHA Supplement to MP-1.

b. RCS 10-1.

c. OI-1, Part I, Chapters 2 and 4, and Appendix B.

d. General Records Schedules.

5. FOLLOW-UP RESPONSIBILITY: VHA Records Management Officer (161B4).

6. RESCISSIONS: VHA Memorandum 10-92-008 is rescinded. This Memorandum expires May 26, 1997.

Signed 5/25/94 Dennis Smith for

John T. Farrar, M.D.

Acting Under Secretary for Health

Attachment

DISTRIBUTION:

CO:

E-mailed 5/27/94

FLD:

RD - FAX 5/27/94

RECORD TITLE
ORGANIZATION
FILE
LIAISON

LOCATION

Projects and
All
Studies (Active)
Note: Forward to
101B after completion
of final action.

Publications History
Directives, Forms,
Techworld
Dawn McGowan
File
Records Management
801 I St.
535-7444

Division (161B4)

Rm. 662A

Records and
Directives, Forms,
Techworld
Sherwin Lynch
Evaluation and
Records Management
801 I St.
535-7406
Appraisal File
Division (161B4)

Rm. 662A

Freedom of
Medical Administration
810
Harold Ramsey
Information Act
Service (161F)
Vermont
273-6274
(FOIA) and Privacy

Rm. 935F
Act (PA) Correspondence File

Requisition File
Office Administration
Techworld

Marilyn Shanahan
VHA (VA Central
Staff (163D)
801 I St.
535-7462
Office)

Rm. 641

Resource Planning
Health Resource
Lafayette
John Vecciarelli
Management File
Management (171C)

233-4763

Rm. 217B

Construction Project
Office and Library
Lafayette
Ken Robinson
Contract Files
Support (082B)

233-3141

Rm. 270A

Real Estate Property
Real Property Program
Lafayette
Linda Tribby
Lease/Assigned Files
Management (084A)

233-3818

Rm. 414

Construction Contract
Financial and Contract
Lafayette
Donald Walsh
Administrative Files
Administration (082A)

233-3586

Rm. 433

Construction Cost
Program Support Services
Lafayette
Roland Plante
Estimating Files
(087B)

233-7373

Rm. 462

Seismic & Earthquake
Standards Service
Lafayette
Krishna Banga
Study Files
(087C)

233-7370

Rm. 467