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

**1. PURPOSE:** This Under Secretary for Health memorandum provides procedures for transferring Veterans Health Administration (VHA) Central Office records to the Department of Veterans Affairs (VA) Central Office Records Management Section (033A4). If deemed necessary, the VA Central Office Records Management Section staff makes arrangements to have the records shipped to and stored at the Washington National Records Center (WNRC).

*NOTE: Records stored at the VA Central Office Records Management Section or the WNRC are destroyed after expiration of their retention periods. The owner of the records is notified prior to the destruction of the records.*

**2. POLICY:** It is VHA policy to maintain and dispose of official records in accordance with established records management practices and procedures and pursuant to disposition instructions published in authorized records control schedules. *NOTE: The Electronic Document Management System (EDMS) is a correspondence tracking and monitoring system. While it is an official system of records, it is not a replacement for the mandated retention of official documents.*

a. VHA records must be maintained and disposed of 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 (GRSs), or any other appropriate records schedule must be used to determine retention and disposition requirements for VHA records. *NOTE: Records that have no authorized retention requirements are considered unclassified records and may be stored in the VA Central Office Records Management Section once a SF 115, Request for Records Disposition Authority, has been prepared and submitted for approval.*

**3. ACTION**

a. **Responsibilities**

(1) **VA Central Office Records Management Section (033A4).** The VA Central Office Records Management Section is responsible for ensuring that records are processed for storage.

(a) Upon receipt of VA Form 7468, VA Central Office Records Management Section staff takes appropriate action to ensure that the records are picked-up for storage.

(b) VA Central Office Records Management Section staff operates and maintains a records storage area for inactive records. They also initiate action to transfer records to the WNRC.

(2) **The Director, Communications (19E).** The Director, Communications, is responsible for providing direction and guidance for a comprehensive records management program in VHA.

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(3) **The Forms, Publications and Records Management Staff (19E1).** The Forms, Publications and Records Management staff (19E1) is responsible for approving VA Form 7468.

(4) **Office and Service Directors.** 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.

(5) **Employees.** Employees are encouraged to obtain assistance from the Forms, Publications and Records Management staff (19E1) on issues concerning the retention and disposition of VHA records.

b. **Eligibility for Records Disposition.** Before records can be transferred to the VA Central Office Records Management Section or the WNRC, the owner of the records must determine that the records are not needed for current operation. Only inactive or unscheduled records are stored in the VA Central Office Records Management Section. VA Central Office Records Management Section staff determines whether the records are eligible for retirement to the WNRC on the basis of the retention requirement. Unscheduled records may be stored in the VA Central Office Records Management Section once a SF 115, Request for Records Disposition Authority, has been submitted to NARA for approval. Nonrecord materials are destroyed when no longer needed for reference purposes.

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

(1) The instructions to complete VA Form 7468 are Attachment B of this memorandum.

(2) The responsible program official submits VA Form 7468 to the Forms, Publications and Records Management staff (19E1) for approval. The Forms, Publications and Records Management staff (19E1) submits the form to the VA Central Office Records Management Section for action.

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 (records box number assigned by the General Accounting Administration)) are to be used to

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transfer records to the VA Central Office Records Management Section. Storage boxes may be obtained from the Materials Management Section (032D2), room C-45B, telephone number 273-5426. Boxes are not to be marked unless authorized by a VA Central Office Records Management Section employee.

(4) Do not over pack 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 than standard size records storage boxes such as plain bond paper copy boxes may be used to transfer the records to the VA Central Office Records Storage Office, pending approval by the VA Central Office Records Management Section.

e. **Retrieval of Records.** Requests to recall records are coordinated through the Forms, Publications and Records Management staff (19E1) to the VA Central Office Records Management Section staff. Using a copy of VA Form 7468, requesters should provide the title and description of the records, date the records were transferred to VA Central Office Records Management Section, 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. **Unscheduled Records**

(1) Unscheduled records are 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) Unscheduled records may be stored under emergency conditions. Regardless of the necessity to store these records, the Forms, Publications and Records Management staff (19E1) needs to be contacted immediately when unscheduled records are identified. While those records may be stored in the VA Central Office Records Management Section depending on space availability, they will not be shipped to the WNRC.

(3) The Forms, Publications and Records Management staff (19E1) will schedule records with NARA, if appropriate.

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

(1) Standard Form (SF) 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 Forms, Publications and Records Management staff (19E1) prepares the SF 258 and submits it to the Department's records officer for action.

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h. **Termination of an Office or Service.** When a decision is made to abolish an office or service, the Forms, Publications and Records Management staff (19E1) needs to be contacted 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. NARA General Records Schedules.

**5. RESPONSIBILITY:** The Forms, Publications and Records Management staff (19E1) is responsible for the contents of this VHA memorandum. Questions may be directed to (202) 273-8312.

**6. RESCISSIONS:** None. VHA Memorandum 10-98-02 is rescinded.

**7. RECERTIFICATION:** This VHA Memorandum will be recertified on or before the last working day of October, 2008.

Robert H. Roswell, M.D.  
Under Secretary for Health

Attachments

Distribution: CO and VISN: E-mailed: 10/24/03



**ATTACHMENT B**

**INSTRUCTIONS FOR COMPLETING VA FORM 7468**

Department of Veterans Affairs (VA) Form 7468, Request for Records Disposition, is to be completed as follows:

<b>BLOCK</b>	<b>ACTION</b>
1	Mail routing symbol 033A4 for VA Central Office Records Management Section.
2	Organizational title of office requesting record disposition action.
3	Mail routing symbol for office requesting record disposition action.
4	Room number and building where the records are to be picked-up.
5	Name of individual who can answer questions about the records.
6	Telephone number of individual included in item 5.
7	Leave blank (item not applicable).
8	Title and description of the records as provided in the appropriate records schedule.
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, 2002 through December 31, 2003, or Calendar Year (CY) 03. October 1, 2002 through September 30, 2003, or Fiscal Year (FY) 03.
11	Indicate the number and type of containers (two boxes, two 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. <i>NOTE: Each record storage box is equivalent to 1 cubic foot.</i>
14	Leave blank or indicate "NA" for not applicable. Linear foot measurement not used for record storage purposes.

<b>BLOCK</b>	<b>ACTION</b>
15A-G	Check the appropriate disposition action requested, e.g., “destroy immediately.” <i>NOTE: The destruction date for the records must conform to the expiration date of the retention requirement.</i>
16A, B, C	Provide the appropriate Records Control Schedule (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. Block is for the signature of the Veterans Health Administration (VHA) Records Officer (19E) or an employee acting on behalf of the VHA Records Officer.
19A and B	Leave blank. Block is for the signature of the VA Central Office Records Management Section official.