Department of Veterans Affairs

Records Control Schedule 10-1

February 14, 2002

Veterans Health Administration
Washington DC 20420

How to Search RCS 10-1

This document has been completely book marked. There are several ways to find the entry you need.

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   - Find the section that contains the entry you need (for example SECTION VI – MEDICAL SERVICE). You will then see the contents of the Medical Service section.
   - Click on the entry you need there.

2. FIND
   - Use the FIND command under the Edit button on the top tool bar.
   - Type in a word or several words, then click on FIND. The program will go to the first entry of that word (or words) in the document and they will be highlighted. (If you cannot see them it may be because the box is covering that word. You can move the box by holding the curser over the bar on the top of the box, pressing the left mouse button while moving the curser).
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PURPOSE AND INTRODUCTION FOR USE

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 sucessor 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 of reference, and stocks of publications and of processed documents are not included. These items are referred to as nonrecord materials.

The Veterans Health Administration (VHA) Records Control Schedule (RCS) 10-1 is the main authority for the retention disposition of VHA records. Other record schedules such as the National Archives and Records Administration (NARA) General Records Schedules (GRS) are appropriate for use if warranted. GRSs provide disposal authorization for temporary administrative records common to several or all agencies of the Federal government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions, and certain nontextual records.

The RCS 10-1 is designed to identify each record series, to provide a brief description and state the retention and disposition requirement for each record series, and to include NARA authorities or the GRS authorities, whichever is appropriate for the record series.

Requests for deviations from RCS 10-1 retention and disposition requirements are to be submitted to the Director, Health Information Resources Service. This edition incorporates several RCS 10-1 changes, which have been issued in the past few years, into one complete manual. The RCS 10-1 is used by VHA Central Office and field facilities.

In addition to Offices and Services sections, which contain program related records, 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.

Records Management Responsibilities

The Health Information Resources Service (HIRS) is responsible for developing policies and procedures for effective and efficient records management throughout VHA. In addition, HIRS acts as the liaison between VHA and NARA on issues pertaining to records management practices and procedures.

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

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

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

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.

Records over 30 Years Old

Permanent and unscheduled records over 30 years old in VHA custody must be reported through the Health Information Resources Service 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.

Permanent and Unscheduled Records Over 30 Years

Permanent and unscheduled records over 30 years old in VHA custody must be identified and reported to HIRS to NARA. Records authorized for disposition by NARA's General Records Schedules or by an approved SF 115, Request for Records Disposition Authority, and records transferred to records storage facilities are excluded from the reporting requirement.

Damage to, Alienation and Unauthorized Destruction of Records

VHA records shall not be disposed of without the proper authorization to do so. Federal law prohibits unauthorized destruction, alienation, or mutilation of Federal records. The penalty for such acts is a $2,000 fine, 3 years in prison, or both persuant to Title 18 United States Code 2071.

VHA officials are to take measures to ensure that records are not improperly disposed of. Records are not to be removed from VHA custody or destroyed without regard to the requirements of this manual, GRSs, or other approved NARA records schedule. When records are improperly disposed of, NARA regulations and VA policy require the submission of a report to NARA. The report is to include 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.

Vital Records

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.

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. VHA Handbook 6300.8 provides procedures for the shipment of vital records to the VA Record Center and Vault (VARC&V).

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.

Microfilmed Records

Item 127-1, Electroencephalograph Records File, and item 136-6, Tumor Registry File (Index Card and Folder File), have been approved for microfilming on an agency-wide basis. Other agency records have been approved on a selective basis.

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.

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 VHA 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.

Department of Veterans Affairs (VA) Handbooks

VA Handbook 6300.1 provides procedures for implementing the records management program. VHA 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. VHA Handbook 6300.8 provides procedures for the shipment of records to the VA Records Center and Vault.

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

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

Item No.	Title and Description	Disposition	Authority
1.	**Accredited Service Representative File** Cards and other record medium used to record names and addresses of accredited service representatives and date of accreditation.	Destroy when obsolete.	Nonrecord
2.	**Record Control File** Records used for control purposes and convenience of reference where control is required or dictated by operational needs. (hardcopy or electronic)	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.	**Authorization File** Authorization or designation to act, serve, sign, certify, purchase, receive, etc.	Destroy when obsolete.	National Archives Job No. II-NN-3270
4.	**AMIS Reports File** Nonfiscal statistical reports.		National Archives Job No. II-NN-3491
	a. Reports submitted to higher echelons	a. Destroy copies 1 fiscal year after close of year report is submitted to requesting office.	
	b. Feeder and intra office reports.	b. Destroy originals and copies after 3 months.	
5.	**Budget Estimate File** 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.	Destroy 1 year after the close of the fiscal year covered by the budget.	General Records Schedule 5, Item 2, 12/98

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

Item No.	Title and Description	Disposition	Authority
6.	**Budget Instruction File** Budget instructions; instructional changes, amendments, memorandums and related material	Destroy when cancelled, rescinded or superseded. ***NOTE:*** *The official record copy is to be maintained in the Director's Office.*	National Archives Job No. II-NN-3270
7.	**Bills of Collection File** Copies of collection voucher, schedules, and related material not covered elsewhere, EXCLUDING freight records. Originals are maintained in Fiscal Service.	Destroy when 1 year old.	General Records Schedule 6, Item 1b, 12/98
8.	**Committees and Conference File**		General Records Schedule 16,
	a. Records relating to establishment, organization, membership, and policy of internal committees.	Destroy 2 years after termination of committee.	Item 8a, 12/98
	b. Records created by committees. (See note after item 8b(1) below)		
	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, excluding those maintained by the sponsor or Secretariat. *(**NOTE**: Records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF 115)*	Destroy when 3 years old.	Item 8b(l)
	(2) All other committee records.	Destroy when 3 years old.	Item 8b(2)

NOTE: *Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the act, are permanent records and must be scheduled by submission of an SF 115 to NARA.*

	c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.	Destroy 5 years after termination of committee.	Item 8c

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

Item No.	Title and Description	Disposition	Authority
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 Note).	Destroy after 2 years. ***Note:*** *Excluding material pertaining to an individual patient.*	National Archives Job No. II-NN-3270
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
11.	**Defense and Disaster File** 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.	Destroy when 2 years old.	General Records Schedule 18, Item 26, Transmittal No. 8, 12/98
12.	**Duplicates of Papers Filed in Official Personnel Folders** Duplicates of papers filed in Official Personnel Folders (provided that these records were originally prepared for filing in the Official Personnel Folder).	Destroy when 6 months old.	General Records Schedule 1, Item 18B, Transmittal No. 8, 12/98

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

Item No.	Title and Description	Disposition	Authority
13.	**Equipment Record File** Long-and short-range plans for equipment and related material such as replacement plans, repair and duplication, and inspections.	Destroy after 2 years. May be maintained longer if needed.	National Archives Job No. II-NN-3270
14.	**Extra Copies of Correspondence, Reports, Forms, Form Letters, Etc.** Extra copies of correspondence, reports, forms, form letters, etc., used for convenience of reference.	Destroy when purpose has been served, or 1 year after the close of the fiscal year involved, whichever is earlier.	Nonrecord
15.	**HSRO (Health Service Review Organization) File** All quality assurance records including projects, assignments, committee minutes, copies of investigation, etc.	CO Records – Retire to Federal Records Center 5 years after case is closed; destroy 30 years after case is closed. 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.	National Archives Job No. NN-162-42
16.	**Local and Central Office Administrative Issues (Publications)** 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.	Destroy when obsolete, rescinded or superseded unless needed longer for reference purposes. ***NOTE:*** *History copies are maintained in the local Director's Office, designee, or applicable CO service or staff office.*	Nonrecord
17.	**Management Development Appraisal File** Internal management appraisals and related material.	Destroy face sheets after appraisal is completed. Destroy superseded appraisal after replaced by two most recent appraisals.	National Archives Job No. II-NN-3385

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

Item No.	Title and Description	Disposition	Authority
18.	**Management Development Folder File** Applications, both original and supplementary internal management appraisals, ratings and scoring worksheets and related material.	Destroy folders for employees no longer participating in the program because of death or separation or 2 years after employee withdraws from the program.	National Archives Job No. II-NN-3385
19.	**Unofficial Material File** Memoranda or other papers that do not serve as the basis of official actions, but may be used in conducting government business.	Destroy after purpose has been served.	Nonrecord
20.	**Organization File** Functional statements, organizational charts, studies, and related material.	Destroy as rescinded, superseded, or replaced by current set.	National Archives Job No. II-NN-3270
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**		
	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 from completion of summary or study. Field facilities to destroy their copies copy after 1 year.	National Archives Job No. 352-S84

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

Item No.	Title and Description	Disposition	Authority
	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
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. 8, 12/98
25.	**Training and Education File**		General Records Schedule 1, Item 29a(l), Transmittal No. 8, 12/98
	a. Orientation material, in-service training material, training course plans and programs and general instructions for each program of training.	a. Destroy when 5 years old or 5 years after completion of a specific training program.	
	b. Assignment schedules, progress reports, evaluations, records of training received, correspondence and other related material.	b. Destroy when 5 years old or when superseded or obsolete, whichever is sooner. NOTE: Records excluded from this item must be scheduled by *submission of an SF 115 to NARA.*	General Records Schedule 1, Item 29b, Transmittal No. 8, 12/98

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

Item No.	Title and Description	Disposition	Authority
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, notes, 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, Item7b, Transmittal No. 8, 12/9
29.	**Office Administrative File** 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.	Destroy when 2 years old.	General Records Schedule 23, Item 1, Transmittal No. 8, 12/98

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

Item No.	Title and Description	Disposition	Authority
	NOTE: *This schedule 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.*		
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. 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

NOTE: *The above mentioned documents pertain to records containing nonsubstantive information.*

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*

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

Item No.	Title and Description	Disposition	Authority
31.	**Suspense File** Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.		General Records Schedule 23, Item 6, Transmittal No. 8, 12/98
	a. A note 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.	**Transitory File**. 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:	Destroy when 3 months old.	General Records Schedule 23, Item 7, Transmittal No. 8, 12/98
	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.		
	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.		

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

Item No.	Title and Description	Disposition	Authority
	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.		
33.	**Routine Control File** 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.	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
34.	**Technical Reference File** 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.	Review annually and destroy material of no further reference value.	Nonrecord
35.	**Finding Aids (or indexes)** Indexes, lists, registers, and other finding aids in hard copy 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).	Destroy or delete with the related records.	General Records Schedule 23, Item 9, Transmittal No. 8, 12/98

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

Item No.	Title and Description	Disposition	Authority
36.	**Electronic Spreadsheets** Spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports.		General Records Schedule 20, Item 15 Transmittal No. 7, 8/95
	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** a. Claims against the United States. Records relating to claims against the United States for moneys 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. 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). Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are	Destroy when 6 years, 3 months old.	General Records Schedule 6, Item 10a, Transmittal No. 8, 12/98

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

Item No.	Title and Description	Disposition	Authority
	subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under sub-item c below.		
	(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(l)
	(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 the 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.	**Board Action (Folder) File** Applications for Federal Employment, Applications for Nurses, Applications 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.	Dispose of 3 years after date of last service with VA.	National Archives Job No. II-NNA-709, Item 2

GENERAL AND ADMINISTRATIVE RECORDS
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Item No.	Title and Description	Disposition	Authority
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. ***NOTE:*** *This records series does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for emergency planning programs.*	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 documents, **EXCLUDING** one record copy of each plan or directive, if not included in the agency's permanent set of master directives files.	Destroy 3 years after issuance of a new plan or directive.	General Records Schedule 18, Item 27, Transmittal No. 8, 12/98
42.	**Input/Source Records**		General Records Schedule 20, Item 2a Transmittal No. 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.	Item 2b

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Item No.	Title and Description	Disposition	Authority
	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 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 unvalidated digital or analog data collected during observation or measurement activities or 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** 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 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.		General Records Schedule 23, Transmittal No. 8, 12/98
	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

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

Item No.	Title and Description	Disposition	Authority
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
45	**Electronic Mail Records** 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.	Delete from the e-mail system after copying to a recordkeeping system.	General Records Schedule 20, item 14, Transmittal No. 7, 8/95

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

Item No.	Title and Description	Disposition	Authority
00-1	**Administrative Allotment and Obligations File** 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.	Destroy after the close of the fiscal year in which liquidation occurred.	National Archives Job No. NC1-15-76-25
00-2	**Budget Estimate File** 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.	Destroy 2 fiscal years after end of budget year involved.	National Archives Job No. NN-351-587
00-3	**Budget Instruction File** Budget instructions, instructional changes and amendments, memoranda and related material filed therein.	Destroy after being cancelled, rescinded, or superseded by current instruction.	National Archives Job No. NN-163-180
00-4	**Facility Budget Execution File** 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.	Destroy 2 years after budget year involved.	National Archives Job No. NN-163-22

SECTION I - OFFICE OF DIRECTOR (00)
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Item No.	Title and Description	Disposition	Authority
00-5	**Facility Budget Formulation File** 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.	Destroy 2 years after budget year involved.	National Archives Job No. NN-163-22
00-6	**Committee, Board and Conference File** Minutes of meetings and conferences, boards and the various committees in the station: copies of authorities for the establishment of the group; lists of members statements of their assigned missions and other related material.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	National Archives Job No. NN-163-22
00-7	**Investigations File** 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).	Destroy when 2 years old.	General Records Schedule 18, Item 11, Transmittal No. 8, 12/98
00-8	**Management Projects Files** Working papers, including background materials, studies, analyses, notes, 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.	Destroy 2 years after completion of project.	National Archives Job No. NN-163-22

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

Item No.	Title and Description	Disposition	Authority
00-9	**Public Relations File** Letters, memoranda and advertising orders; advertisements for position vacancies, press and news releases, newspapers, radio and TV official speeches and related material.	Destroy when 3 months old.	General Records Schedule 14, Item 3, Transmittal No. 8, 12/98
00-10	**Administrative Reports File** 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.	Destroy after 3 years.	National Archives Job No. NN-163-22
00-11	**Evaluation and Review Reports** 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.	Destroy 3 years after receipt of subsequent report.	National Archives Job No. NN-162-22
00-12	**Facility History File** 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.	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	**Classified Document Receipt File** Records documenting the receipt and	Destroy when 2 years old.	General Records Schedule 18, Item 2, 12/98

SECTION I - OFFICE OF DIRECTOR (00)
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Item No.	Title and Description	Disposition	Authority
	issuance of classified material.		
00-14	**Destruction Certificate File** Certificate relating to the destruction of classified documents.	Destroy when 2 years old.	General Records Schedule 18, Item 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	**Employment Application File** 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. a. Eligible applicants - current by priority, occupational groups and in alphabetical order. b. Ineligible applicants - rated and/or who have become available.	Destroy applications of persons rated ineligible or who have become unavailable after 2 years or receipt of report of OPM inspection, whichever is earlier. ***NOTE:*** *If facilities have not been inspected by OPM within 2 years, prior disposition approval must be obtained from OPM.*	General Records Schedule 1, Item 15, Transmittal No. 8, and National Archives Job No. II-NNA-2413, Item 1
05-2	**(Reserved/Item deleted)**.		
05-3	**(Reserved/Item deleted)**		
05-4	**Certificate of Eligibles File** Certificates of eligibles 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, 12/98
05-5	**VAF 5-4644a, Employee Record Card** Employee record cards for informational purposes outside of Personnel Service.	Destroy upon separation or transfer of employee.	General Records Schedule 1, Item 6, 12/98

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

Item No.	Title and Description	Disposition	Authority
05-6	**Employee Medical Folder (EMF)** a. Long-term medical records as defined in 5 CFR Part 293, Subpart E.		General Records Schedule 1, 12/98
	(1) Transferred employees.	See 5 CFR Part 293, Subpart E for instructions.	Item 21a(1)
	(2) Separated employees.	Transfer to National Personnel Records 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 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
	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
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

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

Item No.	Title and Description	Disposition	Authority
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. 8, 12/98
	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
		(2) Destroy dummy personnel folders 1 year after separation of employee or 1 year after leaving a centralized position.	National Archives Job No. II-NNA-2413, Item 22
		(3) Destroy temporary personnel records immediately prior to transfer of folder to NPRC.	
		(4) Destroy after 3 months, temporary personnel records removed from personnel folders prior to transferring the folder to another Government agency.	Item 22
		(5) Destroy after 2 year temporary personnel records filed in official personnel folders of active employees, which are not pertinent to the service record. Note a: Reprimands and admonishments will be *disposed of in accordance with the provisions of MP-5, Part I, Chapter 752,* and MP-5, Part II, Chapter 8. ***Note b***: *Investigation reports will not be filed in the official personnel folder but will be filed in a separate records series in the office of the facility Director. See Section I, Director's Office.*	

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

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, Transmittal No. 8, 12/98
	a. Correspondence and forms relating to pending personnel actions.	Destroy when action is completed.	Item 17a
	b. Retention Registers.		
	(1) Registers used to effect reduction-in-force actions.	Destroy when 2 years old.	Item 17b(l)
	(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

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Item No.	Title and Description	Disposition	Authority
05-14	**Service Record Cards** VA Form 5-4644, service record card used as official summaries of 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.	General Records Schedule 1, Transmittal No. 8, Item 2b, 12/98
05-15	**Position Identification Strips** Strips such as Standard Form 7D, used to provide summary data on each position occupied. ***NOTE:*** *Effective December 31, 1994, SF 7D became obsolete.*	Destroy when superseded or obsolete.	General Records Schedule 1, Transmittal No. 8, Item 12/98
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
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. ***NOTE:*** *Electronic master files and data bases 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.*	Destroy 2 years after date of summary or report.	General Records Schedule 2, Item 22, Transmittal No. 8, 12/98
05-18	**Offers of Employment File** Correspondence, letters, and telegrams offering appointments to potential employees.		General Records Schedule 1, Transmittal No. 8, 12/98
	a. Accepted offers.	Destroy when appointment is effective.	Item 4a
	b. Declined offers.		

SECTION II - HUMAN RESOURCES MANAGEMENT (05)
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Item No.	Title and Description	Disposition	Authority
	(1) When name is received from certificate of eligibles.	Return to OPM with reply and application.	Item 4b(l)
	(2) Temporary or excepted appointment.	File with application (See 05-1 of this schedule).	Item 4b(2)
	(3) All others.	Destroy immediately.	Item 4b(3)
05-19	**Position Classification File**		General Records Schedule 1, Transmittal No. 8, 12/98
	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(l)
	(2) Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval approval or disapproval.		
	(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.	Destroy 2 years after position is abolished or description superseded.	Item 7b
	Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.		
	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 years after regular inspection, whichever is sooner.	Item 7c(l)

SECTION II - HUMAN RESOURCES MANAGEMENT (05)
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Item No.	Title and Description	Disposition	Authority
	(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(l)
	(2) Certificates of classification issued by OPM.	Destroy after affected position is abolished or superseded.	Item 7d(2)
05-20	**Employee Awards File**		
	a. General awards records, EXCLUDING those relating to departmental level awards		General Records Schedule 1, Item 12, Transmittal No. 8, 12/98
	(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.	
	(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.	

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

Item No.	Title and Description	Disposition	Authority
	c. Letters of Commendation and Appreciation		
	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		
	Lists of nominees and winners, and indexes of nominations.	Destroy when superseded or obsolete.	
	e. Incentive Awards Program Reports	Destroy when 3 years old.	
	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. 8, 12/98
	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, 12/98
	(1) Appraisals of unacceptable performance, where a notice of	Destroy after the employee completes 1 year of acceptable performance from	Item 23(a)(1)

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

Item No.	Title and Description	Disposition	Authority
	proposed demotion or removal is issued but not effected, and all related documents.	the date of the written advance notice of proposed removal or reduction in-grade notice.	
	(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)
	(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	Place records on left side of the OPF. and forward to gaining Federal agency upon transfer or to NPRD if employee leaves	Item 23b(2)(a)

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Item No.	Title and Description	Disposition	Authority
	summary rating.	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.	
	(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 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 or when no longer needed, whichever is sooner.	Item 23b(4)
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, Transmittal No. 8, 12/98
	(1) Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	(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 24a(1)
	(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 24a(2)
	b. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 1222.	Destroy when 6 years old, EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	Item 24b

SECTION II - HUMAN RESOURCES MANAGEMENT (05)
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Item No.	Title and Description	Disposition	Authority
05-24	**EEO (Equal Employment Opportunity) Records**		
	a. Official Discrimination Complaint Case Files		General Records Schedule 1, Item 25a, Transmittal No. 8, 12/98
	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, EEOC, or by a U.S. Court.	Destroy 4 years after resolution of case.	
	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.	
	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.	

SECTION II - HUMAN RESOURCES MANAGEMENT (05)
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Item No.	Title and Description	Disposition	Authority
	f. EEO General Files		Item 25g
	General correspondence and copies of regulations with related records pertaining to the Civil Rights Act 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.	
	(4) Agency copy of annual report of Affirmative Action accomplishments.	Destroy 5 from date of report.	
05-25	**Personnel Counseling Records**		General Records Schedule 1, Item 26, Transmittal No. 8, 12/98
	a. **Counseling Files.** Reports of interviews, analyses and and related records.	Destroy 3 years after termination of counseling.	
	b. **Alcohol and Drug Abuse Program** Records created in planning, coordinating and directing an alcohol and drug abuse program.	Destroy when 3 years old.	
05-26	**Labor Management Relations Records**		General Records Schedule 1, Item 28, Transmittal No. 8, 12/98

SECTION II - HUMAN RESOURCES MANAGEMENT (05)
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Item No.	Title and Description	Disposition	Authority
	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.	
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. 8, 12/98
	b. Background and workpapers.	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.	

SECTION II - HUMAN RESOURCES MANAGEMENT (05)
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Item No.	Title and Description	Disposition	Authority
	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**		
	a. **Administrative Grievance File (5 CFR 771)**		General Records Schedule 1, Item 30a, Transmittal No. 8, 12/98
	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.	Destroy 6 years after case is closed.	
	b. Adverse Action Files (5 CFR 752). and Performance-Based Actions		
	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. ***NOTE:*** *VA has determined that the above records are to be retained for 6 years.*	Destroy 6 years after case is closed.	Item 30b

SECTION II - HUMAN RESOURCES MANAGEMENT (05)
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Item No.	Title and Description	Disposition	Authority
05-29	**Personal Injury File** 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.	Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cut off.	General Records Schedule 1, Item 31, Transmittal No. 8, 12/98
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. 8, 12/98
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 Attendings 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

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Item No.	Title and Description	Disposition	Authority
05-34	(Reserved/Item deleted)		
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 (11K)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
11K-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
11K-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
11K-3	**Equipment Charge-Out File** Record of equipment charged out to patients during period of hospitalization.	Destroy when equipment is returned.	Nonrecord
11K-4	**Motion Picture Activity File** Video cassettes and videodiscs delivery orders and schedules, shipping instructions used to show coming play dates, records of movies shown, inspections and certifications, and related materials.	Destroy after 1 year.	Nonrecord
11K-5	**Phonograph Record Index File** Complete card index of phonograph records in broadcasting station which are used for entertaining patients.	Destroy after records are replaced or discontinued.	Nonrecord
11K-6	**Special Activity Program File** Records pertaining to golf program, birthday program, correspondence club, stamp club, writing contests, etc., and related material.	Destroy after 1 year.	Nonrecord

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

Item No.	Title and Description	Disposition	Authority
11K-7	**Patient Record Card File** Cards indicating current patient recreation therapy load.	Destroy after discharge of patient.	Nonrecord
11K-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	**Research and Development Activities Folder File** 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.		National Archives Job No. NCI-15-82-7
	a. **Hardcopy.** Temporary.	Microfilm after 5 years. Destroy after conversion to microfilm and after verification that the microfilm is an adequate substitute for the hardcopy records.	Item 1
	b. **Microfilm.** (1) Master and one positive. copy. Permanent.	Microfilming will be in 5 year blocks. Retire immediately to the Washington National Records Center. To be offered to the National Archives and Records Administration when 30 years old.	Item 2a
	(2) **Reference Copy**. Temporary.	Retain in the originating office. Destroy when no longer needed for reference purposes.	Item 2b

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").		General Records Schedule 3, Item 3, Transmittal No. 8, 12/98 ***NOTE**: Disposal* of *records that pertain to American Indians has been suspended per GSA FPMR Bulletin B-124, Supp. 4, dated* February 27, 1985
	(a) Transactions that exceed the simplified acquisition threshold AND all construction contracts exceeding $2,000.	Destroy 6 years and 3 months after final payment.	
	(b) Transactions at or below the simplified acquisition threshold AND all construction contracts at or below $2,000.	Destroy 3 years after final payment.	
	(2) Transactions dated earlier than July 3, 1995.		

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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 CFR 4.601 for transfer to FPDS.	Destroy or delete when 5 years old.	
	***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.*		
90-4	**Vendor Performance File** Record of vendor performance containing purchase document number with data relating to follow-up or delinquent deliveries,	Destroy after 2 years from completion of contract, or 2 years after vendor becomes inactive in bidding (whichever comers first).	National Archives Job No. NN-170-44, Item 1

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Item No.	Title and Description	Disposition	Authority
	rejections, declaration of intent to default, and default by contractor.		
90-5	**Form and Form Letter Stock Control** Advisory and Procurement Card, back orders, stock control card, title insert, local or equivalent forms used for the same purpose.	Destroy 1 year after the card is replaced by a new card or after the form to which the cared pertains becomes obsolete or is suspended.	National Archives Job No. 11-NNA-1192, Item 14
90-6	**Forms and Publications Requests File** Requisition for administrative forms, requisition for publications and related material.	Destroy 3 months after requisitions have been filled or cancelled.	General Records Schedule 23, Item 7, Transmittal No. 8, 12/98
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, statement of 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

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Item No.	Title and Description	Disposition	Authority
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
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 la
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 Archives Job No. II-NN-3426, 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

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Item No.	Title and Description	Disposition	Authority
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
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 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.	General Records Schedule 3, Item 12, Transmittal No. 8, 12/98
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(l)
	(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)

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Item No.	Title and Description	Disposition	Authority
	(b) When filed with contract case file.	(b) Destroy with related contract file (See Item 90-20).	Item 5b(2)(b)
	(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 presolicitation 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(l)
	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 ***NOTE:*** *These are site audit records.*
	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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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 CFR 4.601 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.*		
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

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Item No.	Title and Description	Disposition	Authority
90-22	**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 consolidated memorandum receipt 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	**(Log 1) Monthly Summary File** Monthly summary, departmental issues, vouchers and inventories, monthly summary of miscellaneous transactions, monthly summary of receipts, other related summaries.	Destroy after 15 months.	National Archives Job No. NN-169-48, Item 1g
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

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Item No.	Title and Description	Disposition	Authority
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
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 1d1 Item 1K
90-31	**Stock Record Card File** Stock Record Card File.	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 1L
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

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Item No.	Title and Description	Disposition	Authority
90-33	**Requisition Register** Requisition Register.	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 Subsistence and 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
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	**Approved Shell Fish Shippers List** List of Approved Shell Fish Shippers.	Destroy lists that have been superseded or cancelled.	National Archives Job No. II-NNA-2540, Item 61
90-37	**Specifications File** Federal specifications and other specifications.	Destroy specifications that have been rescinded, superseded, or cancelled.	National Archives Job No. II-NNA-2540, Item 62
90-38	**Supply Fund Management Plan** Item withdrawn per DAS for Acquisition and Materiel Management (90B)		

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

Item No.	Title and Description	Disposition	Authority
90-39	**Hearing Aid and Stump Sock Record File (Denver Distribution Center)** Stump sock records, hearing aid repair and battery records or equivalent.	a(l). 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. (3) When items are no longer medically indicated. c. Dispose of card or delete information after 3 continuous years of inactivity.	National Archives Job No. NN-166-74
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.*

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

Item No.	Title and Description	Disposition	Authority
111-1	**Electrocardiograph Tracing File (EKG)** 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.		National Archives Job No. NCI-15-83-16
	a. EKG tracings.	Disposal requirement suspended pending appraisal of tracings in electronic format.	
	(1) Tracings of VA Beneficiaries.		
	(a) File cutout portions in the patients' medical records along with the EKG Report, SF 520.		
	(b) Residue of original Tracings, i.e., portions of the original tracings not required for filing in the medical folder.		
	(c) Copies of tracings retained in the Cardiology Clinic.		
	(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.		
	(2) Tracings of Non-VA Beneficiaries.		

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

Item No.	Title and Description	Disposition	Authority
111-2	**Tuberculosis Case Register Card File** Inactive tuberculosis case register cards.	Destroy inactive cards after 2 years.	National Archives Job No. NN-169-55
111-3	**Cardiac Catheterization Film (motion picture)** 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.	Destroy 20 years after the last episode of patient care.	National Archives Job No. N1-015-96-3

NOTE: *Films required for research, legal, and clinical purposes may be retained for a longer period of time.*

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, preoperation and postoperation 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	**Laboratory Examinations File** 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.	Destroy after 6 months.	Nonrecord
113-8	**Laboratory Methods File** Cards indicating approved methods and procedures for conducting various laboratory tests.	Dispose of after becoming obsolete or when replaced by a new card.	Nonrecord
113-9	**Laboratory Reports File**		
	a. Patient Section. Copies of clinical record-laboratory reports on patients.	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.	National Archives Job No. NI-15-87-4, Item 21a
	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.	Destroy after 6 months.	Item 21b
113-10	**Morgue Record File** Daily record of refrigerator temperature and copies of reports of inspection of morgues.	Destroy after 3 months.	Nonrecord
113-11	**Tissue Examination Record File** Copies of tissue examinations maintained in numerical order.	Destroy when 25 years old and after report has been filed in the patient's Medical Records Folder File (or Consolidated Health Record).	National Archives Job No. N1-15-87-4, Item 22

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 normal range of values.	Destroy 2 years after the date of the report.	National Archives Job No. N1-15-99-2, Item 3, 8/11/00
113-15	**Pathology Test Reports** Clinical 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 machine, the validation testing of a machine, 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

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

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

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 24 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 1 month.	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 1 month.	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 crossmatch.	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

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

Item No.	Title and Description	Disposition	Authority
113-29	**Records of Employee Signatures, Initials, Identification Codes** 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.	Destroy after 75 years.	National Archives Job No. N1-15-99-2, Item 18, 8/11/00
113-30	**Test Procedures (Transfusion Medicine) Manual** Manual describes how to perform the various procedures that are used in Transfusion Medicine.	Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 4, 12/19/02
113-31	**Blood Bank Test Records and Reports** Results of tests performed in Blood Bank.	Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 5, 12/19/02
113-32	**Blood Bank Quality Control Records and Proficiency Test Surveys** 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.	Destroy after 5 years.	National Archives Job No. N1-15-02-04, Item 6, 12/19/02
113-33	**Blood and Blood Products Quality Control Records** Documentation of the quality control testing performed on blood and blood products.	Destroy after 5 years.	National Archives Job No. N1-15-99-2, Item 22, 8/11/00

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
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

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

Item No.	Title and Description	Disposition	Authority
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
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

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

Item No.	Title and Description	Disposition	Authority
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 autopsy 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
113-52	**Accession Logs (Autopsy)** List of specimens received from autopsies for examination; the patient identification and the laboratory number assigned to the specimen.	Destroy 5 years after date of final report.	National Archives Job No. N1-15-99-2, Item 41, 8/11/00
113-53	**Electronic Mail and Word Processing Applications (This record series applies to all records in this Section)** Electronic copies of records that are created on electronic mail and word		National Archives Job No. N1-15-99-2, Item 3, 8/11/00 and N1-15-02-04, Item 10, 12/19/02

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

Item No.	Title and Description	Disposition	Authority
	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.		
	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.	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 when dissemination, revision, or updating is completed.	
113-54	**Tissue Banking Donor and Recipient Records for Transplantation** Records include documents of source facility (original numeric or alpha numeric donor or lot identification and recipients or other final disposition of each tissue).	Destroy after 75 years.	National Archives Job No. N1-15-02-04, Item 9, 12/19/02

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 monitorings, 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 notes, 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	**Patient Tumor Treatment Control Card File** Individual cards maintained alphabetically by name of patient as a tumor master record and which are used as a pathological index to and summary of patients treated; used for treatment, teaching and research purposes.	Destroy individual inactive cards 10 years after patient is no longer under treatment or follow-up program.	National Archives Job No. NI-15-87-4, Item 12

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

Item No.	Title and Description	Disposition	Authority
114-7	**X-ray Alphabetical Index File (Active and Inactive Section)** Cards used as cross reference and locator to x-ray film files.	Destroy when corresponding x-ray films are destroyed.	National Archives Job No. II-NNA-1308, Item 7
114-8	**X-ray Film File (General)** 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.		National Archives Job No. NI-15-87-4, Item 13
	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. ***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.*	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

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

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

Item No.	Title and Description	Disposition	Authority
114-10	**X-ray Pathological Index File** Cards indexing special and interesting roentgenological entities.	Destroy when no longer of medical reference value or when card is replaced.	National Archives Job No. NI-15-87-4, Item 15
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 reports 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	**(Item deleted/Reserved)**		
114B-3	**State Home Construction Grant Files** Preapplications, 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

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.	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.	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.	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.	NRC (10 CFR 34, 20-401, 30.51 and
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.	National Archives Job No. NCI-15-76-23, Item 8

SECTION XI - NUCLEAR MEDICINE SERVICE (115)
(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.	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.	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.	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, progress notes, therapeutic doses of radio-pharmaceuticals received, and technical factors applied.	Disposition suspended pending reappraisal.	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.	National Archives Job No. NI-15-87-4, Item 16c

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** Notes, psychological evaluations, recording sheets, psychological test material, and related material.	a. Dispose of clinical psychology folders used in research projects after after discharge of the patient, after 6 years of inactivity and after completion of the research project. 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.	National Archives Job No. NN-169-109, Item 1
116-2	**Mental Hygiene Folder File** Detailed working notes on the clinic therapists, records of therapy sessions, psychological data based on psychological test books, protocols and other psychological data, trial visit notes, psychological evaluations, treatment and progress notes, 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.	a. Dispose of mental hygiene folder used in research projects after 6 years of inactivity and after completion of the research project. b. Dispose of mental hygiene folder not used in research projects after 6 years of inactivity.	National Archives Job No. II-NNA-3191, Item 1
116-3	**Psychology Test Data and Worksheet File** Psychological test material, notes, 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 or withdrawal of the application.	Item 2a
	b. Electronic version of records created by electronic mail and word word processing application.	Delete when recordkeeping copy is generated.	Item 2b

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

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 report 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. ***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.*	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. ***NOTE:*** *The copy returned from the community nursing agency is filed in the patient's medical record.*	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 discontinue.	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

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, 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
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

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

Item No.	Title and Description	Disposition	Authority
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
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

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

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

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. ***NOTE:*** *Excluding those filed in the outpatient treatment folder.*	National Archives Job No. NN-170-65
121-3	**Orthopedic and Prosthetics Appliance Clinic Team Folder File** Clinic notes, 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

SECTION XVIII - SOCIAL WORK SERVICE (122)
(All Records Series arc 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. *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 im*mediately. 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 notes and related material.	Destroy after purpose has been served. *NOTE: This record series will not be maintained beyond 2 years.*	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

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

Item No.	Title and Description	Disposition	Authority
122-6	**Home Resource File** Cards indicating the name and address of the facility, type, status as to certification or licensing, method and frequency of evaluation, source of data, names of VA patients entering the facility, dates and monthly charges.	Destroy 1 year after home withdraws from program.	National Archives Job No. II-NN-3270
122-7	**Foster Home Control File** Cards or other documents prepared for each patient placed in the program showing date and placement, special medication, and other related data.	Destroy 1 year after patient is no longer in the program.	National Archives Job No. II-NN-3270
122-8	**Referral to Community Service Volunteer File** Patient referrals, similar and related material used solely for convenience of reference.	Destroy after purpose has been served.	Nonrecord
122-9	**Volunteer Worker File** Volunteer worker information card.	Destroy 6 months after volunteer ceases to work for Social Work Service.	National Archives Job No. II-NN-3270
122-10	**Social Work File on Funds** Copies of the authority for the disbursement of funds from the Social Work Service account of the general post fund, correspondence, records of grants, and other control records for receipt and expenditure from the fund.	Destroy after 1 fiscal year.	National Archives Job No. II-NN-3270

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

Item No.	Title and Description	Disposition	Authority
125-1	**(Item deleted/Reserved)**		
125-2	**(Item deleted/Reserved)**		
125-3	**Patient Status File**	Destroy after purpose has been served	Nonrecord
125-4	**(Item deleted/Reserved**		
125-5	**Chaplain General Name File** Letters to and from patients, their relatives and friends. Letters to religious Letters to religious and service 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

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

Item No.	Title and Description	Disposition	Authority
125-9	**Denominational Reports File** Chaplain reports to their church or endorsing agency.	Destroy 2 years after termination of committee.	General Records Schedule 16, Item 8a, 12/98
125-10	**National Chaplain Management Information System Records** 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 organizations, types of services provided, effectiveness and performance on contracts, special characteristics related to nature of their service, and nature of correspondence and related administrative matters.		National Archives Job No. N1-015-95-1
	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 data base and verified, or destroy when no longer needed to support the reconstruction of the data base, whichever is later.	

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 notes and related material properly filed therein. Alphabetically separated into Audiology and Speech, Pathology.	Destroy after 5 years and after basic audiology data on rating examinations 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

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).	***NOTE**: Paper and microfilm are destroyed after 7 years. This disposal requirement applies to records maintained in EEG Offices.*	
	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.	***NOTE**: Paper and microfilm are destroyed* after 30 years. This *disposal requirement applies to records maintained in EEG Offices.*	

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

Item No.	Title and Description	Disposition	Authority
128-1	**(Item deleted/Reserved)**		
128-2	**Report of Patients with Spinal Cord Injury or Disease- Patients File (RCS 10-0032)** Quarterly reports of admission and discharge data used to project workload trends, monitor and compare workloads of hospitals designated as spinal cord injury centers.	Destroy after 5 calendar years.	National Archives Job No. NCI-15-85-3, Item 2
128-3	**Spinal Cord Injury Home Care Unit Quarterly Activity Report File (RCS 10-0004)** Quarterly activity reports used to project workload trends, monitor and compare workloads of home care units.	Destroy after 5 calendar years.	National Archives Job No. NCI-15-85-3, Item 3

SECTION XXIII - SECURITY SERVICE (132)
(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
132-3	**Violation Card File** A card file violation record, referencing all U.S. Court Violation Notices, courtesy tickets and offense reports.	Destroy 2 years after date of offense.	General Records Schedule 18, Item 14b, Transmittal No. 8, 12/98
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	**Property Tag Receipt File** Records and receipts for property taken into custody for safekeeping.	Destroy when 1 year old.	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
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

SECTION XXIII - SECURITY SERVICE (132)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
132-8	**Crime Report File** Monthly record of crime and 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.		General Records Schedule 18, Item 17, Transmittal No. 8, 12/98
	a. For areas under maximum security.	a. Destroy 5years after final entry or 5 years after date of document, as appropriate.	
	b. For other areas.	b. Destroy 2 years after final entry or 2 years after date of document, as appropriate.	
132-11	**Survey and Inspection File** Reports of surveys and inspections of VHA facilities conducted to ensure adequacy of protective and 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 - SECURITY SERVICE (132)
(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.		General Records Schedule 18, Item 16, Transmittal No. 8, 12/98
	a. For areas under maximum security.	a. Destroy 3 years after turn-in of key.	
	b. For other areas.	b. Destroy 6 months after turn-in of key.	
132-13	**Investigative File** Investigative files accumulating from investigations of fires, explosions and 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

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	**Menu File** Menu planner and related material.	Destroy after the close of the next succeeding year.	National Archives Job No. II-NN-3352

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

Item No.	Title and Description	Disposition	Authority
133-8	**Recipe File** Recipes of all types and kinds; standard, tested, and related material.	Destroy when obsolete or when no longer practical for use.	National Archives Job No. II-NN-3352
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	**Ward Cart and Intra-Canteen Accountability File** Accountability summary; merchandise transfer, reports intracanteen reports, inventory reports and related material.	Destroy after 6 months and after audit by VCS.	National Archives Job No. 351-S208

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

Item No.	Title and Description	Disposition	Authority
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
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.	

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

Item No.	Title and Description	Disposition	Authority
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
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	**Customer Receipt File** Service, sales tickets.	Destroy 30 days after end of current, month, unless they are needed as evidence in any claims action against the Veterans Canteen Service.	Nonrecord
133-26	**Sales Journal File** Sales journal and supporting documents. The supporting documents will be arranged in the following order: a. Clerks daily reports with supporting documents in the order they are entered on the daily sales journal.	Destroy after 6 months.	National Archives Job No. 349-S173

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(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
	b. Expenditure schedule and purchase order, covering ward orders or coupons book sales. c. Receipts of miscellaneous collections or other documentary evidence covering collections on accounts receivable. d. Charge tickets for vending and amusement machine sales proceeds not received by the Canteen Officer for the value of gift coupons sold on credit to authorized organizations and to VA officials with payment to be made from general post funds and for sundry other authorized purposes. e. Receipts for miscellaneous collections covering vending and amusement machine collections, with delivery tickets or statements attached. f. Receipts for miscellaneous collections for other transactions. g. Duplicate bank deposit slips. h. Other related material.		
133-27	**Daily Transmittal Record** Daily transmittal record and supporting documents. The supporting documents will be arranged in the following order: a. Receiving reports. b. Merchandise transfer copies for transfers-in.	Destroy after 6 months.	National Archives Job No. 349-S173

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(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
	c. Charge backs. d. Merchandise transfer copies for transfers-out. e. Other related and supporting documents, such as, claims for loss or damage in transit, etc.		
133-28	**Lay-Away Ticket File** Lay-Away-Tickets - active, inactive and unclaimed merchandise maintained in three sections.	Destroy inactive tickets 6 months after audit by VCS auditors. Destroy lay away tickets for unclaimed merchandise 1 year after merchandise is returned to stock.	National Archives Job No. 349-S173
133-29	**Price Adjustment Voucher File** 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	**Sales Tickets File** Sales tickets.	Destroy original sales tickets covering gift items after 2 months. Destroy duplicate sales tickets after 6 months and after VCS audit. ***NOTE**: Original sales tickets which are spoiled will be so marked on the duplicate and then destroyed.*	National Archives Job No. NN-163-47
133-31	**Vendors Purchase Order File**	Destroy after1 year and after audit by by VCS audit.	National Archives Job No. NN-163-47
133-32	**Bank Reconciliation File** Bank debit memoranda, bank drafts, bank statements, deposit slips, and related material.	Destroy after 10 years.	National Archives Job No.352-5185

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Item No.	Title and Description	Disposition	Authority
133-33	**Equipment Document File** Equipment record card, equipment summary, depreciation and retirement summary.	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
133-36	**Canteen Ledger File** Canteen ledger card or equivalent.	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** Voucher check.	Destroy after 3 years.	National Archives Job No. 352-S185

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

Item No.	Title and Description	Disposition	Authority
135-1	**Regular Scheduled (RS) Volunteer Information Card** The card contains information on volunteers and is used to enter data into an ADP (Automated Data Processing) system for conversion to readable information. 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 information is transferred to the Terminated (RS) Summary Sheet, and deleting of the volunteer information from the ADP system.	National Archives Job No. NI-15-86-8
135-2	**Monthly Record of Service Card** The card is used to enter data, such as volunteer's name, social security number, hours volunteered, etc., into an ADP system for conversion to readable information.	Destroy after one year and after verification of information on printout.	National Archives Job No. NI-15-86-8
135-3	**Occasional Volunteer Time Sheet** The time sheet is used to enter data into an ADP system. 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 an ADP output record used to denote the activity of individual volunteers by their assigned facility service or office.	Destroy September report 5 years after close of fiscal year in which report is generated. Destroy March report 2 years after close of fiscal year in which report is generated. Destroy all other monthly reports after purpose has been served.	National Archives Job No. NI-15-86-8

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Item No.	Title and Description	Disposition	Authority
135-5	**Volunteers Scheduled for Health Screening Record** The report is an ADP output record used to remind appropriate personnel of medical tests to be taken by volunteers.	Destroy after one year and after subsequent report has been received.	National Archives Job No. NI-15-86-8
135-6	**Potential Awards Listing** The listing is an ADP 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	**VAVS List of National Officials to Review Minutes** The list is an ADP output record which contains names and addresses of individuals designated to approve requests from VA facilities for representation on local VAVS Advisory Committees.	Destroy after a new list is generated and after purpose has been served.	National Archives Job No. NI-15-86-8
135-8	**Terminated (RS) Volunteer Summary Sheet** The sheet is an ADP 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

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Item No.	Title and Description	Disposition	Authority
135-9	**Volunteer Service Records on Individuals Who Have Applied To Become Volunteers**		National Archives Job No. NI-15-00-3, 12/15/00
	Administrative records containing personal information about individuals who have applied to become volunteers at VA medical facilities.		
	a. Voluntary Service Records		Item 1
	(1) Paper records.	Destroy when no longer needed after the Austin Automation Center has been notified of the individual's separation or termination.	Item 1a
	(2) Electronic records.	Destroy when no longer needed for administrative, legal, or operational purposes.	Item 1b
	b. Records maintained at the Austin Automation Center (AAC).		Item 2
	(1) 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
	(2) Output records and other summary reports	Destroy when no longer needed.	Item 2b
	c. Related records created by electronic mail and word processing applications.	Destroy after record keeping copy has been produced.	Item 3

SECTION XXVI - MEDICAL ADMINSTRATION SERVICE (136)
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Item No.	Title and Description	Disposition	Authority
136-1	**VA Form 10-10, Application for Medical Benefits (Applicants Not in Need of Care File)** a. Rejected applications for hospital treatment, domiciliary care and related material not resulting in a treatment or member status. b. Rejected applications for outpatient dental treatment and found not to be in need of care. c. Rejected applications for outpatient treatment and found not to be in need of care.	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.	National Archives Job No. II-NN-3293, Item 1
136-2	**VA Form 10-10, Application for Medical Benefits (Transfer-Out File)** Record of applications for medical benefits transferred to other VA facilities.	Destroy after 1 year.	Nonrecord
136-3	**Contract Burial Arrangement File** Register of funeral directors willing to provide funeral and burial services for a statutory allowance.	Destroy when obsolete or replaced by a more current register.	Nonrecord
136-4	**(Item Reserved; CHAMPVA (Civilian Health and Medical Program of the Veterans Administration) Sponsor Folders Record item moved to the CHAMPVA Section)**		

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Item No.	Title and Description	Disposition	Authority
136-5	**Medical Records Folder File or CHR (Consolidated Health Record)** This records series contains all professional and administrative material necessary to document the episodes of medical care and benefits provided to individuals by the VA health care system.		National Archives Job No. NI-15-91-6, Item 1
	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 care or treatment rendered a patient at a VA health care facility. 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. ***NOTE:*** *Dental X-ray film filed in the Medical Records Folder are disposed of in accordance with item 136-5.*	Retain in VA health care facility until 3 years after last episode of care, then convert to an inactive medical record.	Item la

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(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
	b. Administrative Records Folder (Correspondence Folder). This file constitutes the active administrative records segment of the Consolidated Consolidated Health Records. It contains documentation of the patient patient's 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.	Retain in VA health care facility along with the Medical Records Folder until 3 years after the last episode of care, then convert to an inactive Medical record.	Item 1b
	c. Perpetual Medical Record. This record is 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:.		
	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.		
	c(1). Perpetual Medical Record has been phased out as a record series.		Item 1c

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Item No.	Title and Description	Disposition	Authority
	c(2). Existing Perpetual Medical Records.	Retire to Federal Records Center (FRC) for storage. Retain at FRC for the remainder of their respective retention period, then destroy at FRC 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. 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 servicing Federal Records Center (FRC) for storage. If not recalled by the accessioning facility for reactivation, destroy by WITNESS DISPOSAL 72 Years after retirement (75 years after the last episode of care).	National Archives Job No. N1-15-91-6, Item 1d
136-6	**Tumor Registry File Index Card and Folder File** This file contains information on patients treated for tumors. It contains abstracts of 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.	Retain at VA health care facility, destroy 75 years after date of last activity.	National Archives Job No. NI-15-87-4, Item 6

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Item No.	Title and Description	Disposition	Authority
136-7	**Patient Locator File** Locator card records containing basic identification data for each patient. The file includes information such as patient's l name, social security number, home address, treatment status, medical records folder file location, and other identification data.	Retain in medical facility 75 years after last episode of care.	National Archives Job No. N1-15-90-5, Item 2
	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. NOTE: 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.	Item 2b
136-8	**Register File** Records of chronological admission log sheets.	Destroy when no longer needed.	National Archives Job No. N1-15-76-10, Item 3
136-9	**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
136-10	**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

NOTE: *A master set will be maintained to contain a copy of each gain and losses sheet created during the latest 12 month period.*

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Item No.	Title and Description	Disposition	Authority
136-11	**Ward Morning Report File** Report by ward of patients gained or lost.	Destroy after purpose has been served.	Nonrecord
136-12	**Guest Lodging File** Room allocation and occupancy records of applicants provided overnight lodging, usually for convenience.	Destroy after 1 year.	Nonrecord
136-13	**Patient Services Locator File** Patient locator information maintained in mail rooms, telephone and information sections and equivalent.	Destroy 90 days after discharge of patient.	National Archives Job No. 351-S-224
136-14	**Disposition Data Files (PTF)** 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.	Destroy after 1 year and after PTF master record has been created at the Data Processing Center.	National Archives Job No. NN-166-127, Item 4a
136-15	**Error Index File** Mechanically prepared listings of discharged patients' records which have been rejected as unacceptable to the inpatient data systems (PTF).	Destroy after errors have been corrected and resubmitted data validated and after the listings used for quality control purposes have been exhausted.	National Archives Job No. NN-166-127, Item 4b
136-16	**Diagnostic and Operation Index File** a. Mechanically prepared listings of coded diagnostic and operative data of discharged patients. b. Previous manually prepared diagnostic and operative indices and locally approved special inpatient diagnostic and operative indexes.	Destroy monthly listing after receipt of consolidated biannual listing. Destroy consolidated biannual listing or prior equivalent 20 years after date of report.	National Archives Job No. NC-15-76-10, Item 2

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Item No.	Title and Description	Disposition	Authority
136-17	**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, 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. *NOTE: The fiscal tabulating listing excluded in paragraph c above will be maintained and disposed of in accordance with MP-4, Part X.*	National Archives Job No. NN-164-36
136-18	**VAFs 10-2875-1, 10-2875-2, Outpatient Service Routing List File** Outpatient service routing and related material.	Destroy 60 days after preparation of required tabulating cards.	Nonrecord

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Item No.	Title and Description	Disposition	Authority
136-19	**Patients and Members Account File** Account cards or equivalent prepared for each patient or member when funds are received and deposited for their personal use.	Destroy paper and microfilm records 5 years after withdrawal or appropriate. disposition of all monies.	National Archives Job No. NN-167-23
136-20	**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
136-21	**Hospital Counseling Resources File** Information concerning local community hospital costs, local charges for physician's services, hospitalization, insurance benefits and related material used to counsel NSC veterans.	Destroy when replaced by more current information.	Nonrecord
136-22	**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. 8, 12/98
	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. 8, 12/98

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Item No.	Title and Description	Disposition	Authority
	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 become 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. 8, 12/98
136-23	**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
136-24	**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
136-25	**Printing, Binding, Duplication, and Distribution Records**		Nonrecord
	a. Publication Files (copies) (Administrative Issues) Record copy of each publication, poster, regulation, booklet, and similar material.	Destroy when no longer needed.	
	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.*		
	b. Administrative Correspondence File Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication and distribution matters.	b. Destroy when 2 years old.	General Records Schedule 13, Item 1, Transmittal No. 8, 12/98

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Item No.	Title and Description	Disposition	Authority
	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 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
	e. Internal Management File Records pertaining to internal management and operation of the unit.	e. Destroy when 2 years old.	Item 6
136-26	**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. 8, 12/98
136-27	**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. 8, 12/98
136-28	**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
136-29	**Filing Equipment Control File** Requests and/or turn-ins for filing	Destroy individual equipment control records after equipment leaves jurisdiction of Records Officer.	Nonrecord

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Item No.	Title and Description	Disposition	Authority
	equipment (copies, justifications, equipment inventory records, and related material.		
136-30	**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. 8, 12/98
	(1) SF 115s that have been approved by NARA.	Destroy 2 years after supersession	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)
136-31	**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
136-32	**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
136-33	**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

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Item No.	Title and Description	Disposition	Authority
136-34	**Telecommunications File**		General Records Schedule 12, Item 3a, Transmittal No. 8, 12/98
	a. Messages, registers, logs, performance reports, daily workload reports, and related material.	Destroy when 6 months old.	
	b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message, maintained by VA facilities, excluding copies maintained by for reference. the originating program office.	Destroy after 2 months old or when no longer needed for reference..	National Archives Job No. N1-015-94-3
	c. Machine copies (hardcopies), discs, and tapes of outgoing messages. messages.	Destroy when 2 years old. 2 years old.	General Records Schedule 12, Item 3b, Transmittal No. 8, 12/98
136-35	**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 order, 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)

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Item No.	Title and Description	Disposition	Authority
136-36	**Telephone Toll Tickets** Originals and copies of toll tickets filed in support of telephone call payments.	Destroy after 3 years old or after GAO audit, whichever is sooner.	General Records Schedule 6, Item 8, Transmittal No. 8, 12/98
136-37	**Telegram File** Originals and copies of telegrams filed in support of telegraph bills.	Destroy after 3 years old or after GAO audit, whichever is sooner.	General Records Schedule 6, Item 9, Transmittal No. 8, 12/98
136-38	**Transcription File**		
	a. Shorthand notes including stenographic notebooks and stenotype tapes.	a. Destroy after notes and information have been transcribed and verified for accuracy.	Nonrecord
	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. ***NOTE:*** *Disks, tapes, cylinders, etc., that can be reused, will not be destroyed until no longer usable.*	National Archives Job No. 171-26
136-39	**Mail and Delivery Service** 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

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Item No.	Title and Description	Disposition	Authority
	b. Statistical reports of postage used on outgoing mail and fees paid for special delivery, foreign, registered, certified, express mail, etc.	b. 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
	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 mail delivery to individuals.	g. Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.	Item 6h
136-40	**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
136-41	**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

SECTION XXVI - MEDICAL ADMINSTRATION SERVICE (136)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
136-42	**Privacy Act Requests Files** 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). 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..		General Records Schedule 14, Transmittal No. 8, 12/98
	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 136-43.	Item 21a(2)(b)
	(3) Denying access to all or part of the records requested.		
	(a) Request not appealed.	(3) (a) Destroy 5 years after date of reply.	Item 21a(3)(a)
	(b) Requests appealed.	(3)(b) Destroy as authorized under item 136-43.	Item 21a(3)(b)
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition (RCS 10-1) instructions for the related records or the related Privacy Act request, whichever is later.	Item 21b

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Item No.	Title and Description	Disposition	Authority
136-43	**Privacy Act Amendment Case Files** Files relating to an individual's request to amend a record pertaining to that that individual as provided for under 5 U.S.C. 552a(d)(2); 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).		General Records Schedule 14, Item 22, Transmittal No. 8, 12/98
	a. Requests to amend agreed to by agency. Includes individual's request to amend and/or review refusal 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 (item 136-5) 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 (RCS 10-1) 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 (RCS 10-1) for related subject individual's record or 3 years after final adjudication by courts, whichever is later.	Item 22c
136-44	**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	Item 24b

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(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
		agency or final adjudication by courts, whichever is later.	
136-45	**Privacy Act Reports File** Recurring reports and one-time information requirement relating to facility's implementation of the ACT.	Destroy when 2 years old.	General Records Schedule 14, Item 25, Transmittal No. 8, 12/98
136-46	**Privacy Act General Administrative File** Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	General Records Schedule 14, Item 26, Transmittal No. 8 12/98
136-47	**Freedom of Information Act (FOIA) Requests Files** Files created in response to requests for information under the 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.		General Records Schedule 14, Item 11, Transmittal No. 8 12/98
	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.	a(l). 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). Destroy2 years after date of reply.	

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(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
	(b) Request appealed.	(2)(b). Destroy as authorized under 136-48, below.	
	(3) Denying access to all or part of the records requested.		
	(a) Request not appealed.	(3)a. Destroy 6 years after date of reply.	
	(b) Request appealed.	(3)b. Destroy as authorized under 136-48, 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
136-48	**Freedom of Information Act (FOIA) Appeals File** Files created in responding to administrative appeals under the 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
136-49	**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 requestor.		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
136-50	**Freedom of Information (FOIA) Act Reports File** Recurring reports and one-time information requirements relating to the facility's implementation of the FOIA.	Destroy when 2 years old.	General Records Schedule 14, Item14, Transmittal No. 8 12/98
136-51	**Freedom of Information (FOIA) Act Administrative File** Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old.	General Records Schedule 14, Item15, Transmittal No. 8 12/98
136-52	**Feasibility Studies** Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics and communications. Studies and systems analyses for the initial establishment and major changes of those systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost benefit analysis, including an analysis	Destroy 5 years after completion or cancellation of study.	General Records Schedule 16, Item 9, Transmittal No. 8 12/98

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(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
	of the improved efficiency and effectiveness to be expected from the proposed system.		
136-53	**Organizational and Functional Charts File** Graphic illustrations which provide a detailed description of the arrangement and functional structure of each element in the facility's Medical Administration Service.	Destroy when superseded or obsolete.	Nonrecord
136-54	**(Reserved; formerly Outreach Counseling Folder File)**		
136-55	**Domiciliary Members Treatment Folder** 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 domiciliaries on May 15, 1971, and was replaced by the Medical Records Folder Series.		National Archives Job No. NI-15-87-4, Item 2
	a. Domiciliary Members Treatment Folders on hand at domiciliaries on or after May 15, 1971.	Convert to Medical Records Folder and follow disposition requirements of that of that file series, Item 136-5A.	Item 2a
	b. Domiciliary Members Treatment Folders retired to Federal and Records Centers (FARCs) on or after June 20, 1968.	Retain at FARC 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.	Item 2b

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(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
		NOTE: *Folders retired for 1963 records and prior years records are eligible for destruction in the year 2039.*	
136-56	**Domiciliary Members Correspondence Folder** 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 domiciliaries and was replaced by the Medical Records Folder series.		Item 3
	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 136-5B).	Item 3a
	b. Domiciliary Members Correspondence Folders retired to Federal Archives and Records Centers (FARCs) on or after June 20, 1968.	Retain at FARC until recalled for reactivation and subsequently converted converted to a Medical Records Folder, or destroy by witness disposal 75 years date of separation or release of member from domiciliary. ***NOTE:*** *Folders retired for*1963 *records and prior years records are eligible for destruction in the year* 2039.	Item 3b

SECTION XXVI - MEDICAL ADMINSTRATION SERVICE (136)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
136-57	**Outpatient Treatment Folder File**		Item 4
	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. This records series is being 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 136-5.		
	a. Outpatient Treatment Folders currently on hand at VA Medical facilities.	Transfer to Medical Record Folder File (or Consolidated Health Record) and retain in VA health care facility until three years after last episode of care, then convert to a Perpetual Medical Record and an Inactive Medical Record.	Item 4a

SECTION XXVI - MEDICAL ADMINSTRATION SERVICE (136)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
	***NOTE**: Disposition of Dental X Ray Film which may be filed in this folder is in accordance with item 160-6.*		
	b. Outpatient Treatment Folders retired to Federal Archives and Records Centers (FARCs) on or after June 20, 1968.	Retain at FARC until recalled for until recalled for reactivation and 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. *NOTE: Folders retired for 1963 records and prior years records are eligible for destruction in the year 2039.*	Item 4b

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

Item No.	Title and Description	Disposition	Authority
137-1	**Contract File** Copies of contract of items or services procured for Environmental Management Service. ***NOTE:*** *This is a copy of the official file maintained in the Office of Acquisition and Materiel Management.*	Destroy one after expiration of contract.	National Archives Job No. II-NN-3416
137-2	**Pest Management Plan File** Copy of pest management plan, attachments and related materials.	Destroy after replacement with new plan.	Nonrecord
137-3	**Pest Management Certification File** Copies of certifications of pest controllers and/or supervisors.	Destroy after replacement with new certifications or after reassignment of individual.	Nonrecord
137-4	**Pest Management Record File** Copies of VA Form 10-9020 and VA Form 10-9021 on pesticide usage.	Destroy after 2 years.	Nonrecord
137-5	**Grounds Management 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
137-6	**Sanitation Procedures File** Sanitation procedures, cleaning and maintaining special areas, such as operating rooms, isolation wards, etc., and related material.	Destroy after 1 year or being replaced by new procedures.	National Archives Job No. II-NN-3416

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.*

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 year.	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 by new procedures.	Nonrecord
137-10	**Glazing Maintenance Operation File** Copies of schedules, procedures and methods of window washing, records of service performed and related material.	Destroy after 1 year or being replaced by new procedures.	Nonrecord
137-11	**Waste Management Operations File** Copies of schedules, procedures and of waste collection and disposition. Record of service performed 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	**Linen 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	**Linen 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	**Linen 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 after employee relinquishes property.	National Archives Job No. II-NN-3416
137-17	**Patients' 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. 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. 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	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	**Building, Grounds and Equipment Plan File** Blueprints, drawings, maps, photographs, plans, specifications tracings and related material.	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. 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.	National Archives Job No. II-NN-3270
138-2	**Morgue Inspection File** Morgue inspections, daily records of morgue refrigerator temperature; temperature charts or graphs, weekly morgue inspection report and related materials.	Destroy after 3 months.	National Archives Job No. II-NN-3270
138-3	**Quarters Appraisal File** Quarters appraisal record and related material.	Destroy 1 year after quarters have been reappraised.	National Archives Job No. II-NN-3270
138-4	**Motor Vehicle Inspection File** Motor vehicle inspections.	Destroy 1 year after disposition of the year after motor vehicle.	National Archives Job No. II-NN-3270
138-5	**Motor Vehicle Maintenance File** Daily motor vehicle service and repair record and related material.	Destroy after 1 year.	General Records Schedule 10, Item 2b, Transmittal No. 8, 12/98
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. ***NOTE:*** *Destroy records related to motor vehicle accidents, maintained by transportation officers, 6 years after case is closed pursuant to (GRS 10, Item 5).*	General Records Schedule 10, Item 7, 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
138-7	**Motor Vehicle Operating and Maintenance File**		General Records Schedule 10, Item 2, Transmittal No. 8, 12/98
	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	Destroy when 3 months old.	
	b. Maintenance records, including those relating to service and repair.	Destroy when 1 year old.	
138-8	**Construction Contract File (Copies)**	Destroy 3 years after the close of the fiscal year in which terminated.	National Archives Job No. NCI-15-76-25
	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.		
138-9	**Maintenance and Repair Contract File**	Destroy 3 years after close of the fiscal years in which terminated.	National Archives Job No. NCI-15-76-25
	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.		

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

Item No.	Title and Description	Disposition	Authority
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 of inspection and related material.	Destroy 3 years after 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.	General Records Schedule 18, Item 9, Transmittal No. 8, 12/98
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

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

Item No.	Title and Description	Disposition	Authority
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 value 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 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
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

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

Item No.	Title and Description	Disposition	Authority
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 II-NN-3270

SECTION XXIX - MEDICAL MEDIA PRODUCTION SERVICE
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
142B-1	**Day Book File** 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.	Destroy when no longer needed.	Nonrecord
142B-2	**Slide File** Slides of illustrations, specimens, autopsy materials, tissues, etc.	Destroy when no longer needed.	Nonrecord
142B-3	**Slide Charge-Out File** Charge-outs for slides on loan.	Destroy when slide is returned to the filer.	Nonrecord
142B-4	**Master Negative File** Photographic negatives of all illustrations made on patients, equipment, techniques, procedures, etc.	Destroy negatives other than patient negatives after 1 year.	National Archives Job No. NC-15-76-11
142B-5	**(Item deleted/Reserved)**		
142B-6	**(Item deleted/Reserved)**		
142B-7	**Requests for Copy of Illustration File**	Destroy after 1 years.	National Archives Job No. 349-S-142
142B-8	**Requests for Film File** Copies of requests for films or equivalent.	Destroy when film is returned to Central Office Film Library or other sources.	National Archives Job No. II-NNA-106

SECTION XXIX - MEDICAL MEDIA PRODUCTION SERVICE (142B)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
142B-9	**Still Photography**		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.	a. Destroy when 1 year old.	
	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
142B-10	**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
142B-11	**(Item deleted/Reserved)**		

SECTION XXIX - MEDICAL MEDIA PRODUCTION SERVICE (142B)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
142B-12	**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 years 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
142B-13	**Sound Recordings File**		General Records Schedule 21, Item 22, Transmittal No. 8, 12/98
	a. Recordings of meetings made exclusively for note 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

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

Item No.	Title and Description	Disposition	Authority
143-1	**Applications of Individuals Not Selected to Receive Awards** 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.	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	**Health Professional Scholarship Participant Folders** 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.	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	**Automated Data Processing Participant Files** Automated Data Processing (ADP) Participant Files, master and transaction, are comprehensive data base files used to store information and to monitor recipient's performance throughout their participation in the Health Professional Scholarship Program.		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

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 a 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 filed in the patient's medical record.	Retain until purpose has been served or 3 years after last exposure, whichever is whichever is longer, 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, then destroy.	Item 8c
	d. Facsimile reproduction of dental x-rays.	Destroy when purpose has been served.	Item 8d
	NOTE 1: *VA x-ray films are currently disposed of by salvaging at the VA Supply Depot under the VA Precious Metals Recovery Program.*		
	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.*		
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 years after date of last entry.	Nonrecord
160-8	**Precious Metals Ledger File** Ledgers containing a record of dates 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. 35O-S-61, Item 2

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

SECTION XXXII – MEDICAL INFORMATION SECURITY SERVICE (193C)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
193C-1	**Key Accountability Files** Files relating to accountability for keys issued.		General Records Schedule 18, Item 16, Transmittal No. 8, 12/98
	a. For areas under maximum security.	a. Destroy 3 years after turn-in of key.	Item 16a
	b. For other areas.	b. Destroy 6 after turn-in of key.	Item 16b
193C-2	**Authorization File** Delegations of authority to act, serve, sign, certify, purchase, receive, etc.	Destroy when obsolete.	National Archives Job No. II-NN-3270, Item 1
193C-3	**Administrative Obligation File** 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.	Destroy after 2 fiscal years.	National Archives Job No. II-NN-3270, Item 2
193C-4	**Time and Attendance Reports File**		General Records Schedule 2, Transmittal No. 8, 12/98, Item 7
	a. Time and Attendance Source Records 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.	a. Destroy after GAO audit or when 6 years old, whichever is sooner.	
	b. Time and Attendance Input Records 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.	b. Destroy after GAO audit or when 6 years old, whichever is sooner.	Item 8

SECTION XXXII – MEDICAL INFORMATION SECURITY SERVICE (193C)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
193C-5	**Evaluation and Review Reports** 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.	Destroy after 3 years and after receipt of subsequent report.	National Archives Job No. II-NN-163-22, Item 6
193C-6	**Organization File** Functional statements, organizational charts, studies, and related material.	Destroy as rescinded, superseded or replaced by current set.	National Archives Job No. II-NN-3270, Item 7
193C-7	**General Travel and Transportation Files**		General Records Schedule 9, Item 4, Transmittal No. 8, 12/98
	a. Correspondence, forms, and related records pertaining to travel and transportation functions.	a. Destroy when 2 years old.	
	b. Accountability records.	b. Destroy 1 year after all entries are cleared.	
193C-8	**Employee Awards Files** General awards records **EXCLUDING** those relating to departmental awards.		General Records Schedule 1, Item 12, Transmittal No. 8, 12/98
	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.	a. Destroy 2 years after approval or disapproval.	Item 12a(l)
	b. Correspondence or memoranda pertaining to awards from other government agencies or private organizations.	b. Destroy when 2 years old.	Item 12a(2)

SECTION XXXII – MEDICAL INFORMATION SECURITY SERVICE (193C)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
193C-9	**Employee Performance File System Records** a. Non-SES appointees (as defined in 5 U.S.C. 4301(2).		General Records Schedule 1, Item 23, Transmittal No. 8, 12/98
	(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	a(l) 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(l)
	(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)

SECTION XXXII – MEDICAL INFORMATION SECURITY SERVICE (193C)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
193C-10	**Training Records**		General Records Schedule 1, Item 29a(1)
	a. Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	a. Destroy when 5 years old or 5 years after completion of a specific training program.	Item 29a(1), Transmittal No. 8, 12/98
	b. Background and work-papers.	b. Destroy when 3 years old.	Item 29a(2)
	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 agencies or non-government institutions.	c. Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	Item 29b
	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 institutions.	d. Destroy when superseded or obsolete.	Nonrecord
193C-11	**Position Descriptions** Files describing established positions including information on title, series, grade, duties and responsibilities.		General Records Schedule 1, Item 7, Transmittal No. 8, 12/98
	(1) Record copy.	(1) Destroy 2 years after position is abolished or description superseded.	Item 7b
	(2) All other copies.	(2) Destroy when position is abolished or description superseded.	Nonrecord

SECTION XXXII – MEDICAL INFORMATION SECURITY SERVICE (193C)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
193C-12	**Requests for Forms, Reproduction, and Medical Media Services** Requests for non-personal services such as reproduction, forms, medical media services, and other services excluding records associated with accountable officers' accounts.	Destroy when 1 year old.	General Records Schedule 3, Item 7, Transmittal No. 8, 12/98
193C-13	**Administrative Reports File** 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.	Destroy after 3 years.	National Archives Job No. NN-163-22, Item 5
193C-14	**Correspondence File** Memorandums, bulletins, minutes, electronic messages, and other material of general nature.	Destroy after 2 years.	National Archives Job No. II-NN-3270, Item 4
193C-15	**Technical Reference File** Copies of documents retained strictly 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 and precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.	Review annually and destroy material of no further reference value.	Nonrecord
193C-16	**Property Disposal Correspondence** Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration.	Destroy when 2 years old.	General Records Schedule 4, Item 1, Transmittal No. 8, 12/98

SECTION XXXII – MEDICAL INFORMATION SECURITY SERVICE (193C)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
193C-17	**Motor Vehicle Operations Files** Records relating to individual employee operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	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
193C-18	**Building and Structure Record File** Buildings and structures records including work orders.	Destroy when building and structures have been removed, sold, or demolished.	National Archives Job No. II-NN-3270, Item 46
193C-19	**Passenger Reimbursement File** Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation, all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.		General Records Schedule 9, Item 3, Transmittal No. 8, 12/98
	a. Travel administrative office files.	a. Destroy when 3 years old.	
	b. Obligation copies.	b. Destroy when funds are obligated.	

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, judgement, education qualifications, Drug Enforcement Administration certification, information about mental and physical status, evaluation of clinical and/or technical skills, involvement in any administrative, professional or judicial proceedings.		
	Health Care Provider Credentialing and Privileging Records on VA Employees.	Retire to Federal 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. NOTE: 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 FRC.	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 FRC unless volume warrants.	Item 2
10Q-2	**Quality Management(QM) Records (confidential and non-confidential)**		National Archives Job No. N1-15-97-4, 4/21/97
	Records created at health care facilities,		

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

Item No.	Title and Description	Disposition	Authority
	Regional or VA Central Office levels, or by external contractors; may be produced on paper, computer disks or tapes, audio and video tapes, photographs, or other record mediums.		
	Memoranda, minutes, notes, letters, reports, statements of witnesses, reports of interviews and hearings, related correspondence and exhibits, findings and recommendations, and other records to document QM activities.	Destroy after 3 years. ***NOTE:*** *Records needed for research studies, legal purposes, or quality assurance purposes may be held longer*.	

SECTION XXXIV – DIRECTIVES, FORMS AND RECORDS MANAGEMENT (193B1)
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
193B1-1	**History Files/Administrative Issuance History File** 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.	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.	National Archives Job No. N1-15-92-2

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** Documents, memoranda, reports, and other records related to quality assurance investigations.	Retire to the Washington National Records Records Center (WNRC) after 3 years. After 7 years destroy at WNRC. ***NOTE:*** *Overall retention period is 10 years.*	National Archives Job No. N1-15-94-1, Item 1a
10MI-2.	**Medical Inspector Site Visit Reports** Site visit reports and other record documents related to site visits. ***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.*	Retire to WNRC after 10 years. After 10 years, destroy at WNRC. ***NOTE:*** *Overall retention period is 20 years.*	Item 1b

SECTION XXXVI-ENVIRONMENTAL AGENTS SERVCE (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. N1-015-00-2, 8/29/01, Item 1
	a. Original Code Sheets	File with the veteran's medical records folder.	Item 1a
	b. Other Copies of Code Sheets	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. N1-015-00-2.*

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 Registry Physician.*

SECTION XXXVI-ENVIRONMENTAL AGENTS SERVCE (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 Datafiles	Destroy after 2 additional backup cycles have been completed.	Item 1h
131-2	**Gulf War Registry (GWR) Records**		Item 2
	Hardcopy and electronic records created in connection with the Gulf War Registry Program. The record media include paper, optical disks, etc.		
	a. Original Code Sheets	File with the veteran's medical records folder.	Item 2a
	b. Other Copies of Code Sheets	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. ***NOTE 1:*** *Transfer records from 1991 to 2000 within 1 year of approval of NA Job No. N1-015-00-2.*	Item 2e

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 Registry Physician.*

SECTION XXXVI-ENVIRONMENTAL AGENTS SERVCE (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 Datafiles	Destroy after 2 additional backup cycles have been completed.	Item 131-2g
131-3	**Electronic Mail and Word Processing Applications** (applies to all records in this Section) 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.		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 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.	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 when dissemination, revision, or updating is completed.	

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

Item No.	Title and Description	Disposition	Authority
131-4	**Agent Orange Registry Records** Hardcopy and electronic records created in connection with the Agent Orange Registry (AOR) Program. The records consist of code sheets, data files, correspondence and other records generated for the AOR.		National Archives Job No. N1-015-01-3, 12/9/02
	a. Unscanned Code Sheets.	Destroy according to approved authority for item 136-5.	Item 1
	b. Input Code Sheets.		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
	(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

NOTE 1: *Transfer records from 1988 to 1997 within 1 year of approval of NA Job N1-015-01-3, 12/9/02.*

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) Name of Registry Physician.*

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

Item No.	Title and Description	Disposition	Authority
	(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 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	Destroy when no longer needed.	Item 7

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

Item No.	Title and Description	Disposition	Authority
HEC-1	**Health Eligibility Center Records** 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.		National Archives Job No. N1-15-98-3

SECTION XXXVIII - 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 have 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 longer needed for current operation. ***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.*	Item 4

SECTION XXXVIII - CIVILIAN HEALTH AND MEDICAL CARE PROGAM 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 sucessfully 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

SECTION XXXVIII - CIVILIAN HEALTH AND MEDICAL CARE PROGAM 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

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**		National Archives Job No. N1-15-94-6, Item 1
	a. Psychological Counseling Records consisting of important counseling-related material from the counseling staff and significant psychological testing documents.	b. Destroy after 50 years.	
	b. General Administration Records consisting of General Administration Processing records, such as, referrals, notes and similar material where non-counseling services were provided.	a. Destroy when no longer needed.	Item 2

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** Records pertain to VA employees, full-time and part-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. Records include employees' full name, social security number, facility, Veterans Integrated Service Network (VISN) assignment, facility address and phone number, home 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.		National Archives Job No. N1-15-00-4
	Paper Records (Input)	Destroy after converted to an electronic medium.	Item 1a
	Microfilm (Output)	Destroy when no longer needed for administrative, legal, or operational purposes.	Item 1b
	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
	Backup Files	Delete when the original files have been deleted, or when replaced by subsequent backup files.	Item 1d

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

Item No.	Title and Description	Disposition	Authority
	Output records extracted from electronic files (This item consists of information/data extracted from electronic files, e.g., reports, 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.	Item1f
	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)

SECTION XLI – PROSTHETIC AND SENSORY AIDS SERVICE
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
XLI	**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
XLI-1	**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
XLI-2	**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
XLI-3	**Input Records** Source records used to input data in the master files.	Destroy after data have been entered into NPPD master file.	Item 3
XLI-4	**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
XLI-5	**Documentation** File specifications, codebooks, user guides, output specifications, etc.	Destroy or delete when replaced or superseded.	Item 5

SECTION XLI – PROSTHETIC AND SENSORY AIDS SERVICE
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
XLI-6	**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
XLI-6a	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, 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
XLI-6b	b. 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

SECTION XLII – HEALTH CARE STAFF DEVELOPMENT AND RETENTION OFFICE
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
XLII-1	**Health Care Staff Development and Retention Office (HCSD&RO) Records** HCSD&RO records consist of the Employment Incentive Scholarship Program (EISP) records, Education Debt Reduction Program (EDRP) records, and related electronic records.		National Archives Job No. N1-15-02-6, 1/12/04
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 – HEALTH CARE STAFF DEVELOPMENT AND RETENTION 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	Item 2b(1)

SECTION XLII – HEALTH CARE STAFF DEVELOPMENT AND RETENTION OFFICE
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
		the Program or participant's completion of service obligation, whichever is applicable.	
	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)
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

SECTION XLII – HEALTH CARE STAFF DEVELOPMENT AND RETENTION OFFICE
(All Records Series are temporary except where indicated)

Item No.	Title and Description	Disposition	Authority
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

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.	**Construction Contract Records, Basic File** This record series consists of microfilm of files for contracts awarded by field facilities, excluding drawings, maintained by the Finance Officer who certifies vouchers.	1957	Retain indefinitely.
38-1.	**Construction Contract Records, New Files, Additions, Changes**	Monthly	Retain indefinitely.
52.	**Patients' and Members' Accounts, Active or Inactive during the Year** 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.	Annually in February and March	Destroy upon receipt of succeeding year's film.
56.	**Patient Data Card Listing File (Active)** Listing of patient data cards issued to patients. ***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.*	Annually	Destroy upon receipt of succeeding year's film.
58.	**Daily Gains and Losses Sheets File** Daily patient gains and losses sheets.	Daily	Destroy all sheets postmarked prior to receipt of the latest dated item on the patient data card listing.