

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on separate page)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 701-15-00-3	DATE RECEIVED 5-4-2000
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION VHA Headquarters and Health Care Facilities		DATE 12-15-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch	5. TELEPHONE 202-273-8312		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/20/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Donald L. Nelson	TITLE Director, Information Management Svc	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Voluntary Service records consist of administrative records containing personal information about an individual who has applied to become a volunteer at a VA health care facility. The records contain pertinent information on each regularly scheduled volunteer including name, telephone number, Social Security Number (SSN), address, birth date, entry date as a volunteer, assignment(s), total years and hours served, award information, qualifications, membership in service organizations, restrictions and preferences of duty, VA Form 10-7055, Application for Voluntary Service, and other information. Also, VA Form 10-7055 includes parental or guardian consent for student volunteers (if applicable) and benefits for services rendered as a volunteer worker on a without compensation basis for an indefinite period.</p> <p>The records are maintained on two mediums, paper and electronic formats. Paper records and electronic versions of the paper records are maintained at VA health care facilities. Paper records are maintained alphabetically by volunteers' names. Electronic records are maintained by SSNs and/or VA health care facilities internal numbers. They are filed and retrieved by volunteers' names, SSNs and/or other identifying number.</p> <p>The corporate database, which is maintained at the VA Austin Automation Center (AAC) in Austin, TX, contains information transmitted electronically by VA health care facilities to the AAC. The database consists of aggregated information created by consolidating information received by VA health care facilities.</p>		

*Agency NARA*

ITEM NO. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

1. Voluntary Service Records

a. Paper records

Disposition: Destroy when no longer needed after the Austin Automation Center has been notified of the individual's separation or termination.

b. Electronic records

Disposition: Destroy when no longer needed for administrative, legal, or operational purposes.

2. Records maintained at the Austin Automation Center (AAC)

a. Corporate database

Disposition: Delete individual records 2 years after notification of individual's separation or termination and information has been transferred to the Terminated Volunteer Summary Sheet.

b. Output records and other summary reports

Disposition: Destroy when no longer needed.

3. Related records created by electronic mail and word processing applications

Disposition: Destroy after record keeping copy has been produced.

The Privacy Act (PA) System Notice for Voluntary Service Records-VA is 57VA125.

NOTE: Revisions of agency's proposed dispositions discussed and concurred with in telephone calls with Sherwin Lynch on May 15 and May 18, 2000.