

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-015-01-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>2-26-01</i>	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch (lynsher@mail.va.gov)	5. TELEPHONE 202-273-8312	DATE <i>12-9-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>    </u> 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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/8/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Donald L. Neilson	TITLE Director, Information Management Service	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

**Agent Orange Registry Records**

Agent Orange Registry (AOR) records consist of the Agent Orange (AO) Code Sheets (VA Form 9009A), data files, correspondence and other records generated to establish the AOR. AOR records contain information such as the VA medical facility code identifier where veteran was examined or treated, the veteran's name; address; social security number; military service serial number; claim number; date of birth; race/ethnicity; marital status; sex; branch of service; periods of service; areas of service in Vietnam; list of military units where veteran served; method of exposure to herbicides; the veteran's self-assessment of health; date of registry examination; veteran's complaints/symptoms; reported birth defects among veteran's children; consultations; diagnoses; disposition (hospitalized, referred for outpatient treatment, etc.); name and signature of examiner/physician coordinator; and other personal and health information.

The Privacy Act (PA) System Notice for AOR Records is 105VA131.

*cc Agency NWM D NWM E NWM W*

1. UNSCANNED CODE SHEETS. Forms used to gather information from veterans about their health.

**Disposition: Temporary.** Destroy according to approved authority. NARA Job No. N1-15-91-6, item 1.

2. INPUT CODE SHEETS. Forms used to gather information about from veterans about their health. Information will include items such as VA medical facility code identifier, veteran's name, Social Security Number, and other identifier information, claim number, date of birth, race/ethnicity, sex, branch of service, areas of service in Vietnam, military units in which veteran served, method of exposure to herbicides, veterans complaints/symptoms, reports of birth defects among children, and other personal and health information.

- 2a. Originals

**Disposition: Temporary.** Destroy according to approved authority. NARA Job No. N1-15-91-6, item 1.

- 2b. Copies Scanned onto Optical Disk.

**Disposition: Temporary.** Destroy after scanned to electronic medium (Optical Disk) and verified for accuracy.

3. Agent Orange Registry (AOR) MASTER DATABASE. Master database containing data derived from code sheets used as source documentation.

- 3a. Master Data Files (copies)

**Disposition: 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. Transfer records from 1988 to 1997 within 1 year of the approval of this schedule. Records should be transferred in accordance with 36 CFR 1228.270.

**NOTE:** The National Archives will create a public use version of the IRR database records that will redact the following personal identifiers (data fields):

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.

- 3b. ORIGINAL AOR MASTER DATABASE.

**Disposition: Temporary.** Destroy 75 years after termination of program, or when no longer needed.

4. DOCUMENTATION for AOR MASTER DATABASE. Data Dictionaries, Record Layouts, Code books, other information needed to understand the data on the system.

**Disposition: PERMANENT.** Transfer a copy to NARA with initial transfer of REDACTED COPY of AOR Database. Send updated copy of documentation as necessary.

5. OUTPUT GENERATED FROM AOR MASTER DATABASE. Paper and electronic copies of recurring reports, and summaries from information found within database, and not placed in other recordkeeping systems.

**Disposition: TEMPORARY.** Destroy when no longer needed.

6. OPTICAL DISK COPY of CODE SHEETS with Index.

**Disposition: TEMPORARY.** Destroy 75 years after termination of program, or when no longer needed.

6a. DOCUMENTATION for Optical Disk System.

**Disposition: TEMPORARY.** Destroy when no longer needed for system maintenance.

7. OUTPUT GENERATED from OPTICAL DISK COPY of CODESHEETS. Paper and electronic copies of imaged code sheets found within the Optical Disk System, and not placed in other recordkeeping systems.

**Disposition: TEMPORARY.** Destroy when no longer needed.

8. 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 schedule. 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 recordkeeping 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 recordkeeping copy.

**Disposition: TEMPORARY.** 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.

**Disposition: TEMPORARY.** Destroy when dissemination, revision, or updating is completed.

Revised November 6, 2002

J. Cassidy

*Concured by S. Lynch VA  
11/12/02*