

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-015-02-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>5-30-02</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>7-6-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 ___ 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,			
is not required, <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE <i>11/29/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald L. Neilson</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 GRS OR SUPERSEDED JOB CITATION	10.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)

**Electronic Patient Medical Record**

The electronic patient medical record contains the same type of information as the hardcopy medical records. Electronic records can consist of the application for medical benefits, narrative treatment summary, records of hospitalization, laboratory tests, x-ray images and interpretations, electrocardiograph (EKG), other clinical and administrative records pertaining to VA patients. The records document the diagnosis, definitive medical, surgical, psychiatric, and dental care or treatment services compiled by various health care professionals (in and outside of VHA) who participated in the care of a patient during one or more courses of treatment. Administrative records used to determine eligibility for medical services, handwritten correspondence, and similar records are also captured as part of the electronic patient medical records.

*cc: Agency, NR, DWTMB*

## Request for Records Disposition Authority – Continuation

### I. Input.

#### 1. Paper Source Documents.

- a. Hardcopy version of information manually input into Electronic Patient Medical Record System (EPMRS).

**Disposition:** Destroy after verification of accurate entry of information into EPMRS.

- b. Hardcopy version of information scanned onto optical disk or other magnetic media.

**Disposition:** Destroy after verification of accurate scan onto optical disk or other magnetic media.

#### 2. Interim Electronic Source Information.

Electronic version of source information obtained from other electronic databases, optical disk, or other magnetic media not considered as part of the consolidated patient medical record. May include information generated electronically by medical equipment.

**Disposition:** Destroy/Delete after migration of information to another electronic medium. Destruction of interim version of information is not to occur until it has been determined that the migrated information represents an exact duplicate of the previous version of the migrated information.

### II. Electronic Final Version of Patient Medical Record.

3. **Final, consolidated, electronic version of a Patient Medical Record.** Includes information migrated from interim electronic information systems, electronic medical equipment, or information entered directly into the patient medical record information system. May be stored on optical disks or other magnetic media.

**Disposition:** Destroy/Delete 75 years after the last episode of patient care.

### III. Output.

#### 4. Output in Electronic Form.

May include electronic display versions of patient orders, operation reports, health summaries, etc., and other documents associated with patient medical records.

**Disposition:** Destroy/Delete when no longer needed for administrative or clinical operations.

#### 5. Output in Paper or other Hard Copy Form.

May include output consisting of printed hardcopy of patient medical records.

**Disposition:** Destroy when no longer needed for administrative or clinical operations.

### IV. Documentation.

6. **Documentation** may include data dictionaries, field layouts, data entry instructions, and other manuals in paper and electronic form.

**Disposition:** Destroy/Delete when superceded or obsolete.

7.

**Word Processing and Electronic Records.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping 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.

a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

**Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.**

b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

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

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) FOR:		
1.	<p><b><u>DATABASE AND INDEX</u></b> Optical disk, magnetic tape or other electronic medium.</p>		
1a.	<p><b><u>Interim Version:</u></b> Incomplete portions of a patient's medical record, temporarily stored and used on local network until migrated to another electronic medium completing the record (final version).</p> <p><b>Disposition:</b> Temporary. Destroy/Delete migrated information after it is verified for accuracy.</p>		
1b.	<p><b><u>Final Version:</u></b> A patient's complete medical record.</p> <p><b>Disposition:</b> Temporary. Destroy/Delete 75 years after the last episode of patient care.</p>		
2.	<p><b><u>PAPER SOURCE DOCUMENTS:</u></b> Treatment summaries, lab tests, reports, directives, consent forms, correspondence and eligibility information.</p> <p><b>Disposition:</b> Temporary. Destroy after they have been accurately scanned onto optical disks or other magnetic media.</p>		
3a.	<p><b><u>ELECTRONIC MAIL</u></b> Electronic Mail copies that have no further administrative value after the record-keeping 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 record-keeping copy.</p> <p><b>Disposition:</b> Delete within 180 days after the recordkeeping copy has been produced</p>		
3b.	<p><b><u>WORD PROCESSING APPLICATIONS</u></b> Copies used for dissemination, revision or updating and are maintained in addition to the recordkeeping copy.</p> <p><b>Disposition:</b> Delete when dissemination, revision, or updating is complete.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>The record consists of scanned images from paper based medical records, computer generated data and/or data generated by medical equipment. The information becomes a part of the electronic medical record utilizing these methodologies. Portions of the electronic medical record are created from paper source documents by imaging/scanning technology. Other patient information is collected and entered directly into the computer system either manually or through electronic means.</p> <p>The Privacy Act System Notice for VA patient medical records is 24VA136.</p>		
1.	Optical Disk/Magnetic Media		
1a.	Final Version		
	<b>Disposition:</b> Destroy/Delete 75 years after the last episode of patient care.		
1b.	Interim Versions		
	<b>Disposition:</b> Destroy/Delete the information has been migrated to another optical disk/electronic medium. NOTE: Destruction of interim versions is not to occur until it has been determined that the migrated information represents an exact duplicate of the previous version of information.		
2.	Other Electronic Medium		
2a.	Final Version		
	<b>Disposition:</b> Destroy/Delete 75 years after the last episode of patient care.		
2b.	Interim Versions		
	<b>Disposition:</b> Destroy/Delete the information has been migrated to another optical disk/electronic medium. NOTE: Destruction of interim versions is not to occur until it has been determined that the migrated information represents an exact duplicate of the previous version of information.		
3.	Paper Source Documents		
	<b>Disposition:</b> Destroy after they have been accurately scanned onto optical disks or other magnetic media.		