

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-15-02-04</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) WASHINGTON, DC 20408		DATE RECEIVED <i>5/21/2002</i>	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>12-19-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>20</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,			
is not required; is attached; or has been requested.			
DATE <i>5/14/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald L. Neilson</i>		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 GRS OR SUPERSEDED JOB CITATION	10.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)

Pathology and Laboratory Medicine Service Records

This SF 115 covers records created and maintained by the Department of Veterans Affairs (VA) Pathology and Laboratory Medicine Services located at VA medical facilities. The records consist of the General Laboratory Quality Control Records and Proficiency Test Surveys, Instrument Maintenance Records, copies of Personnel related records, Test Procedures (Transfusion Medicine) Manual, Blood Bank Test Records and Reports, Blood Bank Quality Control Records and Proficiency Test Surveys, Tissue Banking Records for ~~Transportation~~, Surgical Pathology Maintenance Records, and the Tissue Banking Donor and Recipient Records for ~~Transportation~~.

Transplantation

Transplantation

CC: NR, NWMLWA, Agency of 11/15/03

Records officer agreed by way of email on charges. ref

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>General Laboratory Quality Control Records and Proficiency Test Surveys. These records 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.</p> <p>Disposal: Destroy after 2 years.</p>	RCS 10-1, item 113-16 and NARA Job N1-15-99-2, item 5	
2.	<p>Instrument Maintenance Records (repairs, parts, and replacement records): These records document repairs made, who performed the repairs, and the date repairs were made.</p> <p>Disposal: Destroy after the instrument is no longer utilized and is removed from service.</p>	RCS 10-1, item 113-21 and NARA Job N1-15-99-2, item 10	
3.	Personnel Records		
3a.	<p>a. These records consist of correspondence, forms, and other records duplicated in the individual's official personnel folder (OPF).</p> <p>OPF</p> <p>Disposal: Destroy after 30 years.</p>	RCS 10-1, item 113-22 and NARA Job N1-15-99-2, item 11	
3b.	<p>b. These records contain competency assessments and proficiency training documents.</p> <p>Disposal: Destroy after 5 years.</p>		
4.	<p>Test Procedures (Transfusion Medicine) Manual: This manual describes how to perform the various procedures that are used in Transfusion Medicine.</p> <p>Disposal: Destroy after 5 years.</p>	RCS 10-1, item 113-30 and NARA Job N1-15-99-2, item 19	
5.	<p>Blood Bank Test Records and Reports</p> <p>These records contain the results of tests performed in the Blood Bank.</p> <p>Disposal: Destroy after 5 years.</p>	RCS 10-1, item 113-31 and NARA Job N1-15-99-2, item 20	

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6.	<p>Blood Bank Quality Control Records and Proficiency Test Surveys</p> <p>These records contain documentation of the results of quality control testing, any corrective actions that are taken, results of the proficiency testing and, if the test results are wrong, corrective actions that are taken.</p> <p>Disposal: Destroy after 5 years.</p>	<p>RCS 10-1, Item 113-32 and NARA Job N1-15-99-2, item 21</p>	
7.	<p>Tissue Banking Records for Transplantation</p> <p>These records consist of quality control records, superseded procedures, manuals, publications, and storage temperature records.</p> <p>Disposal: Destroy after 5 years.</p>	<p>RCS 10-1, item 113-36 and NARA Job N1-15-99-2, item 25</p>	
8.	<p>Surgical Pathology Maintenance Records</p> <p>These records document the date and type of preventive maintenance performed on laboratory equipment.</p> <p>Disposal: Destroy after 2 years.</p>	<p>RCS 10-1, item 113-42 and NARA Job N1-15-99-2, item 31</p>	
9.	<p>Tissue Banking Donor and Recipient Records for Transplantation</p> <p>These records include documents of source facility (original numeric or alpha numeric donor or lot identification) and recipients or other final disposition of each tissue.</p> <p>Privacy Act System Number 04VA115, Blood Donor Information File-VA</p> <p>Disposal: Destroy after 75 years.</p>		

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10.	<p>Electronic copies of records that are created on electronic mail and word processing systems used solely to generate a recordkeeping copy of the records covered by other items in this appraisal. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		
10a.	<p>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.</p> <p>Disposal: Destroy/delete within 180 days after the recordkeeping copy has been produced.</p>		
10b.	<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposal: Destroy when dissemination, revision, or updating is completed.</p>		