

		JOB NUMBER <i>71-015-02-6</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-5-02</i>	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S. 3303a, the disposition request, includ amendments, is approved except for items t may be marked "disposition not approved" "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)			
3. MINOR SUBDIVISION VHA Health Care Staff Development and Retention Office, Health Care Facilities, Veterans Integrated Service Network Offices			
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch (lynsher@mail.va.gov)	5. TELEPHONE 202-273-8312	DATE <i>1-12-04</i>	ARCHIVIST OF THE UNITED STATE <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 records proposed for disposal on the attached ___ page(s) are not now needed for the business of this agency or will not needed after the retention periods specified; and that written concurrence from the General Accounting Office, under provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>7/1/02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gerrie McCully</i>		TITLE <i>Acting Director, Information Management Services (645A4)</i>
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAK (NARA USE ONLY)

This SF 115 provides retention and disposition requirements for the Health Care Staff Development and Retention records. The records consist of the Employment Incentive Scholarship Program (EISP) records, the Education Debt Reduction Program (EDRP) records, and records created on computers and word processing applications.

The records contain personal information such as names, social security numbers, home addresses, and other information of individuals who have applied for EISP and EDRP awards. The Privacy Act Notices for EISP (110VA10) and EDRP(115VA10) records will be published in the Federal Register.

1. EISP Records

Records of applicants Who Were Not Selected to Receive Scholarship Awards:

1a(1) Paper Records

cc Agency, NR, NWMD

Disposition. Temporary. Destroy 2 years after applicant was not selected to receive an award.

1a(2). Electronic Records

Disposition. Temporary. Delete/Erase 2 years after applicant was not selected to receive an award.

1b. Participant Records

1b(1). Paper Records

Disposition. Temporary. Destroy 6 years and 3 months after participant's premature termination from the Program or participant's completion of service obligation, whichever is applicable.

1b(2). Electronic Records

Disposition. Temporary. 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.

~~1c. Reports consisting of summarized or aggregated information.~~

~~1c(1). Paper Records~~

~~**Disposition.** Temporary. Destroy after no longer needed for operational purposes. GRS 20, Item 4~~

~~1c(2). Electronic Records~~

~~**Disposition.** Temporary. Delete/Erase after no longer needed for operational purposes. GRS 20, Item 4~~

~~1d. Documentation materials associated with the electronic records.~~

~~**Disposition.** Temporary. Destroy or delete when superseded or obsolete. GRS 20, Item 11a~~

2. EDRP Records

2a. Records of applicants Who Were Not Selected to Receive Scholarship Awards:

2a(1). Paper Records

Disposition. Temporary. Destroy 2 years after applicant was not selected to receive an award.

2a(2). Electronic Records

Disposition. Temporary. Delete/Erased 2 years after applicant was not selected for award.

2b. EDRP Participant Records

2b(1). Paper Records

Disposition. Temporary. Destroy 6 years and 3 months after participant's premature termination from the Program or participant's completion of service obligation, whichever is applicable.

2b(2). Electronic Records

Disposition. Temporary. Delete/Erased 6 years and 3 months after participant's premature termination from the Program or participant's completion of service obligation, whichever is applicable.

~~2c. Reports consisting of summarized or aggregated information.~~~~2c(1). Paper Records~~

~~Disposition. Temporary. Destroy after no longer needed for operational purposes. GRS 20, Item 4~~

~~2c(2). Electronic Records~~

~~Disposition. Temporary. Destroy after no longer needed for operational purposes. GRS 20, Item 4~~

~~2d. Documentation materials associated with the electronic records.~~

~~Disposition. Temporary. Destroy or delete when superseded or obsolete. GRS 20, Item 11a~~

3. Electronic Copies. Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule.

3a. 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

Disposition. Temporary. Delete within 180 days after the recordkeeping copy has been produced.

- 3b. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.

Disposition. Temporary. Delete when dissemination, revision, or updating is complete.