

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-015-05-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>12-1-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>7/28/05</i>	ARCHIVIST OF THE UNITED STATES <i>Ann Weinstein</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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/26/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sherwin Lynch</i>	TITLE Director, Records Management Service	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Department of Veterans Affairs (VA) Spinal Cord  
Dysfunction Registry-VA Records

The Spinal Cord Dysfunction Registry records contain Information relating to patients, veterans and certain non-veterans, who suffer from spinal cord injuries and disorders (SCI&D). The records are generated on paper and electronic media.

The information collected includes patients' names, social security numbers, dates of birth, registration dates, information about whether patients are receiving services from VA's spinal cord system of care, neurologic level of

*cc Agency NARA*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

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	<p>injury, etiology, date of onset, type of cause, completeness of injury, annual evaluation dates, measures of impairment, activity, social role participation, and other related SCI information.</p> <p>1. Master Files (Centralized Database). Temporary. Consist of aggregate data on SCI&amp;D patients.</p> <p>Disposition: Cut off at the last unique patient entry or the death of a particular patient. Delete 75 years after cutoff.</p> <p>2. Local Files (SCI Centers and Clinics). Temporary. Consist of local SCI&amp;D patient data which are transmitted to the master file.</p> <p>Disposition: Delete when replaced by a subsequent file or 75 years after the date of last activity for a particular patient.</p> <p>3. Backup Files. Temporary. Consist of duplicate SCI&amp;D data created to provide backup data in the event that the master file is inadvertently or accidentally destroyed.</p> <p>Disposition: Data on backup files are deleted when the master files have been deleted or replaced by a subsequent backup file.</p> <p>4. Input Records. Temporary. Consist of paper or electronic forms used to extract data.</p> <p>Disposition: Destroy after data have been entered into local files.</p> <p>5. Output Records. Temporary. Consist of printouts and reports that are produced from the system.</p> <p>Disposition: Destroy when no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>6. Documentations. Temporary. Consist of file specifications, codebooks, user guides, output specifications, etc.</p> <p>Disposition: Destroy or deleted when replaced or superseded.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION.**

JOB NO.

PAGE

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7.	<p>Electronic copies of mail and word processing applications. Temporary.</p>		
7a.	<p>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:</p> <p>Disposition: Destroy or delete within 180 days after the recordkeeping copy has been produced.</p>		
7b.	<p>Copies used for dissemination, revision or updating.</p> <p>Disposition: Destroy or delete when dissemination, revision, or updating is completed.</p>		