

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-15-05-3</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8/11/05</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>7/26/05</i>	ARCHIVIST OF THE UNITED STATES <i>Alta Duran</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>2</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>7/26/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Moise Russell</i> Moise Russell		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 GRS OR SUPERSEDED JOB CITATION	10.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)

The Automated Safety Incident Surveillance and Tracking System

The Automated Safety Incident Surveillance and Tracking System (ASISTS) is an electronic recordkeeping system used to capture and store VHA employee information pertaining to occupational injuries and illnesses. The system allows occupational health and safety professionals to track employee work-related accidents and injuries, including needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material.

RA 2/10/06 copies sent to NWMW, NR

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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 GRS OR SUPERSEDED JOB CITATION	10.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>ASISTS captures and stores specific information on current and former employees, trainees, contractors, contract personnel, subcontractors, students, providers and consultants, volunteers, maintenance personnel, and other individuals who have reported an occupational illness or injury. Information entered into the system consists of name, date of birth, age, sex, social security number, taxpayer identification number, home and or mailing address, home telephone number, emergency contact information such as name, address, telephone number, and relationship, employee work-related injuries and illnesses (cause, severity, type of injury, body part affected). Other information related to environmental conditions and epidemiological incidences may be captured electronically or maintained as part of the paper record.</p> <p>The Privacy Act System Notice for ASISTS is 99VA13.</p>		
1.	<p>Master Files (National Database). This database contains aggregate data on individuals who have reported an occupational illness or injury.</p> <p>Disposition: Cut off at the end of the calendar year. Destroy or delete 6 years after cutoff.</p>		
2.	<p>Local Files. This file contains facility specific data on individuals who have reported an occupational illness or injury.</p> <p>Disposition: Cut off at the end of the calendar year. Destroy or delete 6 years after cutoff.</p>		
3.	<p>Office of Public Health and Environmental Hazards Files. This file consists of duplicate data extracted from the master file.</p> <p>Disposition: Destroy or delete when no longer needed for administrative or other operational purposes.</p>		
4.	<p>Backup Files. This file consists of duplicate data created for backup purposes.</p> <p>Disposition: Delete when the master files have been deleted or replaced by a subsequent backup file.</p>		
5.	<p>Input Source Records.</p> <p>a. Electronic version of source information obtained from other electronic source.</p> <p>Disposition: Delete after information has been entered into the local or master files and are no longer needed to support those files.</p> <p>b. Paper version of source information.</p>		

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6.	<p>Disposition: Destroy after information has been entered into the local or master files and are no longer needed to support those files.</p> <p>Output records. Output records consist of printouts and reports that are produced from the system.</p> <p>a. <u>Output in Electronic Form.</u> Electronic display versions of information associated with ASISTS.</p> <p>Disposition: Delete when no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>b. <u>Output in Paper or other Hard Copy Form.</u> Paper and Hard Copy documents associated with ASISTS.</p> <p>Disposition: Destroy when no longer needed for administrative, legal, audit, or other operational purposes.</p>		
7.	<p>Documentation may include data dictionaries, field layouts, data entry instructions, and other manuals in paper and electronic form.</p> <p>Disposition: Destroy/Delete when superceded or obsolete.</p>		
8.	<p>Word Processing and Electronic Records.</p> <p>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.</p> <p>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.</p> <p>Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.</p> <p>Disposition: Destroy/delete when dissemination, revision, or updating is completed.</p>		