

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-015-06-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-7-2005</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>7/12/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Swanson</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>1</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 <b>OCT 03 2005</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Martin L. ...</i>	TITLE <i>jk</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)

This SF 115 covers records created and maintained under the jurisdiction of the Office of Research Oversight.

The records consist of research protocols, original data, laboratory notebooks, medical records, transcriptions of interviews, correspondence such as letters memoranda, printed e-mails, telephone logs, publications, drafts, grant

*cc Agency, NR, JUMMD*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p>applications, and other documents that are used in the investigation proceeding.</p> <p>"Where applicable, the records are protected from public disclosure by exemptions to the Freedom of Information Act (5 United States Code (U.S.C.) 552(b)), and the Privacy Act (5 U.S.C. 552a), 38 U.S.C. 5701, 5705 and 7332, and the HIPAA Privacy Rule, 45 CFR Parts 160 and 164."</p> <p>1. Investigation Case Records (Hardcopy). Records created and maintained in the course of an investigation.</p> <p><u>Disposition:</u> Temporary. Destroy 7 years after the case is closed, or when all corrective action is completed, including appeals of any disciplinary action or claims for or against VA, whichever is later.</p> <p>2. Electronic copies. Electronic versions of records created by electronic mail and or word processing applications for the series contained in this schedule.</p> <p>2a. 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><u>Disposition:</u> Temporary. Destroy or delete after the recordkeeping copy has been produced.</p> <p>2b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p><u>Disposition:</u> Temporary. Destroy or delete when the above action has been completed.</p>		