

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 8/11/07	ARCHIVIST OF THE UNITED STATES <i>Alvin W. ...</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 2 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 12/11/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lorise Russell</i> Lorise 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 GRS OR SUPERSEDED JOB CITATION	10.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 (NAI, USI, ONL)

Emergency Room Register (Log)

Emergency Room Registers (Logs) are used to record basic information relating to patients visits to VA emergency rooms. The Logs contain information such as patients names and addresses, last four digits of Social Security Numbers, time and date of admittances, service of doctor, mode of

Ad 8/10/07 copies sent to Agcy, NWMC, NWCT, NA

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusion Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>arrival, i.e., ambulance or personal or public transportation, date(s) of arrival and departure, and any fees or charges related to the emergency medical care.</p> <p><i>this schedule is media-neutral.</i></p> <p>Emergency Room Register (Log).</p> <p>Temporary. Contain information such as patients' names and addresses, last four digits of Social Security Numbers, time and date of admittance, service of doctor, mode of arrival and departure, and any fees or charges related to the emergency medical care.</p> <p>Destroy or delete when 1 year¹ old, or 1 year after date of the latest entry, whichever is appropriate. Longer retention is authorized if the information is needed for business and administrative purposes.</p>		

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