

Request for Records Disposition Authority <small>(See Instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number NI-15-10-4	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
1 From (Agency or establishment) Department of Veterans Affairs (VA)		Date Received 6/15/09	
2 Major Subdivision Veterans Health Administration (VHA)		Date _____ Archivist of the United States <i>[Signature]</i>	
3 Minor Subdivision			
4 Name of Person with whom to confer Kenya Van Doren	5 Telephone (include area code) 202-461-5965		

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

is not required is attached has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	<p>Prosthetics and Sensory Aids Service Files</p> <p>The prosthetics and sensory aids service files consist of claim documentation, applications, prescriptions and purchase orders for prosthetic items and services. The records are used to ensure that patients who receive prosthetic items and services have appropriate documentation to fulfill their requests. The files are maintained on paper and electronic medium. They are maintained at each VA medical facility.</p> <p>Home Improvement Structural Alterations (HISA). HISA claim documentation such as floor plans, vendor price estimates, pictures, authorization forms, home inspections, purchase orders, etc. Records are used to monitor HISA grants.</p> <p>a. Paper files. Records used to create and update the electronic files.</p> <p>Disposition: Destroy 6 years, 3 months after the creation date of the purchase order or 6 years, 3 months after the patient has expired. LAST ENTRY IN FILE.</p> <p>b. Electronic files. Electronic records located on shared network drives or the local Vista computer system.</p> <p>Disposition: Delete 6 years, 3 months after the creation of the purchase order or 6 years, 3 months after the patient has expired. LAST ENTRY IN FILE.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>Automobile Adaptive Equipment (AAE) AAE applications, copies of driver's licenses, vehicle registration, vendor estimates, invoices, authorization letters, etc</p> <p>Disposition Temporary Destroy 6 years, 3 months after payment of the AAE benefit</p>		
3	<p>Home Respiratory Care Copies of oxygen prescriptions, patient education, vendor estimates and vendor respiratory reports</p> <p>Disposition Temporary Destroy 3 months after patient is discharged from the home respiratory care program or 3 months after the patient has expired LAST ENTRY IN FILE.</p>		
4	<p>Prosthetic (Amputee) Copies of the artificial limb prescription, Amputee Clinic notes, vendor estimates, authorization letters, purchase orders, etc</p> <p>Disposition Temporary Destroy 3 months after the patient has expired LAST ENTRY IN FILE.</p> <p>3/30/2010 THE REVISIONS TO ITEMS 1a, 1b, 3, & 4 WERE MADE WITH THE CONCURRENCE OF KENYA VAN DOREN OF VA/VHA. <i>[Signature]</i></p>		