

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-15-10-7	
1 From (Agency or establishment) Department of Veterans Affairs		Date Received 9/23/10	
2 Major Subdivision		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 Minor Subdivision Veterans Health Administration			
4 Name of Person with whom to confer Kenya Van Doren	5 Telephone (include area code) 202-461-5965	Date 05 Jan 11	Archivist of the United States <i>[Signature]</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 1 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: *Martin J. Hill* Title: **SAMUEL NICHOLS, DIRECTOR, ENTERPRISE RECORDS SERVICE** Date (mm/dd/yyyy): **9/7/10**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	<p>Office of Quality and Performance</p> <p>The credentialing and privileging records contain information pertaining to the individual's name, address, date of birth, social security number, names of medical or professional school attended, and year of graduation. It also includes information involving the individual's license, registration, or certification by a state licensing board and/or national certifying body, citizenship, honors and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, information about mental and physical status, evaluation of clinical and/or technical skills, and involvement in any administrative, professional, or judicial proceedings.</p> <p>Health Care Provider Credentialing and Privileging Records on VA Employees</p> <p>a. Paper Source Documents. Hardcopy version of information manually entered or scanned into electronic credentialing and privileging records.</p> <p>Disposition: Paper records that have not been scanned will be retired to a Federal Records Center (FRC) 3 years after the employee separates from VA employment and destroyed by witness disposal 30 years after employee separation.</p>	N1-15-92-3	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION	JOB NUMBER	PAGE 2 OF 2
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Paper files that have been scanned and verified for accuracy may be destroyed by witness disposal</p> <p>b. Electronic Files Electronic version of information entered directly into the electronic credentialing and privileging record information system.</p> <p>Disposition Delete 30 years after the last episode of employment, appointment, contract, etc from VA.</p>		
2	<p>Health Care Provider Credentialing and Privileging Record on Applicants who are not selected for VA employment</p> <p>a. Paper Source Documents Hardcopy version of information manually entered or scanned into electronic credentialing and privileging records</p> <p>Disposition Paper records that have not been scanned will be destroyed by WITNESS DISPOSAL 2 years after non-selection or when the file is no longer needed for reference, whichever is sooner. Paper files that have been scanned and verified for accuracy may be destroyed by WITNESS DISPOSAL.</p> <p>b. Electronic Files Electronic version of information entered directly into the electronic credentialing and privileging record information system.</p> <p>Disposition: Delete by WITNESS DISPOSAL 2 years after non-selection or when no longer needed for reference, whichever is sooner</p>	Item 2	
3	<p>Quality Management (QM) Records (confidential and non-confidential). Records created at health care facilities Regional or Central Office levels, or by external contractors, may be produced on paper, computer disks or tapes, audio and videotapes, photographs, or other record mediums.</p> <p>Memoranda, minutes, notes, letters, reports, statements of witnesses, reports of interviews and hearings, related correspondence and exhibits, findings and recommendations, and other records to document QM activities</p> <p>Disposition. Destroy after 3 years. Note: Records needed for research studies, legal purposes, or quality assurance purposes may be held longer</p>	N1-15-97-4	