

# 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

NI-015-11-4

Date Received

8/22/11

1 From (Agency or establishment)

**Department of Veterans Affairs (VA)**

2 Major Subdivision

**Veterans Health Administration (VHA)**

3 Minor Subdivision

**Employee Education System (EES)**

4 Name of Person with whom to confer

**Kenya Van Doren**

5 Telephone (include area code)

**202-461-5965**

Date

10/12/11

Archivist of the United States

[Signature]

**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 0 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

202-341-9881 STEVE BREWER 314-894-5791

is not required       is attached       has been requested

Signature of Agency Representative

[Signature]

Title

**Alternate VA Records Officer**

Date (mm/dd/yyyy)

8/12/11

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Educational Activity Records - Records related to the establishment, development, execution and completion of educational projects, programs and activities of pertinent and accepted modalities for clinicians and non-clinicians working within the VHA health care system. Content areas emphasize broad strategic issues of interest nationally or regionally.</p> <p>1 Paper Files - Hardcopy version of information manually entered into project/program files                      Disposition Destroy 7 years after the education activity is closed. If an accepted digital copy has been made then destroy immediately.</p> <p>2 Electronic Files - Electronic and or digital version of information entered into project/program files                      Disposition Destroy 7 years after the education activity is closed.</p> <p>3 Media Files - A file residing digitally or embedded on tape medium that contains one or more video or audio tracks of data that contain content/essence                      Disposition Destroy 7 years after the educational activity is closed.</p> <p>4 Historically Significant Media Files - Any media file that has significant or lasting value to the Agency and or the Federal government                      Disposition PERMANENT Transfer to NARA 7 years after the education activity is closed. <i>TRANSFER ACCORDING TO THE NARA STANDARDS IN PLACE AT THE TIME OF TRANSFER AGENCY CONCURS. 4/24/12 HZ</i></p> <p>5 Consent Forms - VA Form 3203 Consent for use of picture, video or voice recording for authorized purposes                      Disposition Destroy 60 years after project is closed. If an accepted digital copy has been made, then destroy immediately.</p>		