


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO. NI-15-90-5	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 7-24-90	
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 disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Veterans Health Services and Research Administration		ARCHIVIST OF THE UNITED STATES 	
3. MINOR SUBDIVISION VA Field Facilities		DATE 7/24/91	
4. NAME OF PERSON WITH WHOM TO CONFER Marjorie M. Leandri	5. TELEPHONE EXT. 233-5450		
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 7/19/90	C. SIGNATURE OF AGENCY REPRESENTATIVE  B. Michael Berger	D. TITLE Director, Records Management Service (723)
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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 GRS OR SUPERSEDED JOB CITATION	10.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>Department of Veterans Affairs Perpetual Medical Records and Patient Locator Files of Patients</p> <p>As part of the appraisal for the Medical Records Folder File, National Archives Job Authority NI-15-87-4, Perpetual Medical Records and the Patient Locator Files were scheduled for retention and disposition with NARA (National Archives and Records Administration). Implementation of Public Law 97-72, Veterans Health Care Training and Small Business Loan Act of 1981, necessitates expanding the description of the Perpetual Medical Record File and increasing retention requirements for the related Patient Locator File.</p> <p>Veterans' Medical Records Folder Files are retained at VA medical facilities for 3 years after the last episode of patient care. After 3 years of patient inactivity, the Inactive Medical Records are separated into sections of Perpetual Medical Records and remaining Inactive Medical Records. Inactive Medical Records are then retired to the nearest servicing FRC (Federal records center) for storage. If the Inactive Medical Records are not recalled for reactivation, they will be destroyed at FRCs after 72 years from the date of transfer (i.e., 75 years from the date of the last episode of patient activity). Perpetual Medical Records are retained for the remaining 72 years at VA medical facilities.</p>		

4 items

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1	<p>Patient Locator Files contains basic identification information for patients admitted to health care facilities and for patients who are receiving care on an outpatient basis. Patient Locator Files pertaining to Ionizing Radiation and Agent Orange claimants are to be destroyed after 75 years. All other Patient Locator Files are to be destroyed after patients have been discharged and administrative purposes have been served.</p> <p>References to item numbers in the VA Veterans Health Services and Research Administration (formerly the Department of Medicine and Surgery) Records Control Schedule 10-1 precede the title of the records series.</p> <p>Medical Administration Service Records Section XXII (RCS 10-1)</p> <p><u>136-5c. Perpetual Medical Records.</u> This record is created by extracting certain documents from the Medical Records Folder File (or Consolidated Health Records), clinical and administrative segments, after a three year period of inactivity from the date of discharge or release of patient from the last episode of care. It contains the following basic medical and administrative records for each episode of care:</p> <ul style="list-style-type: none"> o Application for medical benefits. o Narrative treatment summary, or equivalent. o Record of hospitalization, or equivalent. o Operation report and tissue examination report for each episode of care, if applicable. o Autopsy report for death case, if applicable. o Records relating to release of information, requests to amend, records of denial access or disputes as required under the Privacy Act of 1974. o In addition to the aforementioned medical documents, Perpetual Medical Records for Ionizing Radiation and Agent Orange claimants consist of VA Form 10-0020A, Ionizing Radiation Code Sheet, VA Form 10-9009, Agent Orange Registry Code Sheet, progress notes, laboratory reports, followup letters, and other Ionizing Radiation and Agent Orange related records. 	NI-15-87-4, Item 1C	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	Disposition. Retain at the VA medical facility for 75 years from the date of discharge or release of patient from the last episode of care (approximately 72 years); destroy by witness disposal.		
2	136-7. Patient Locator File. Locator card records containing basic identification data for each patient. The file includes information such as patient's name, social security number, home address, treatment status, Medical Records Folder File location, and other identification data.	NI-15-87-4, Item 5	
2a	Locator card records pertaining to Ionizing Radiation and Agent Orange claimants.		
	Disposition. Retain in health care facility 75 years after the last episode of care.		
2b	All other locator card records.		
	<p style="text-align: center;">in health care facility</p> <p>Disposition. Retain for 75 years after the last episode of care, unless the information has been converted to electronic medium and verified. See note.</p> <p>Note: If the Patient Locator File information is entered into electronic media, the hardcopy files can be destroyed after the information has been verified or when no longer needed to support the purpose for which the file was created. The electronic information will be retained until expiration of the authorized retention requirement for the hardcopy records.</p>		<p><i>per telecon with Joe Peterson 4/18/91 JLN</i></p>