

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-15-91-6

DATE RECEIVED

9-12-91

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of Veterans Affairs (VA)

2. MAJOR SUBDIVISION

Veterans Health Administration

3. MINOR SUBDIVISION

VA Field Facilities

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

Marjorie M. Leandri

5. TELEPHONE EXT.

233-5450

DATE

8/17/92

ARCHIVIST OF THE UNITED STATES

Clarence Weiler

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 4 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

8/30/91

C. SIGNATURE OF AGENCY REPRESENTATIVE

B. Michael Berger

D. TITLE

Director, Records Management Service (723)

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Department of Veterans Affairs Veterans Health Administration</p> <p>This request for records disposition authority is to expand the records composition for VA Inactive Medical Records to include the Perpetual Medical Records documents. Perpetual Medical Records will no longer be established as a separate record series.</p> <p>As part of the last appraisal for the VA (Department of Veterans Affairs) Medical Records of Patients, National Archives Job Authority NI-15-87-4, Perpetual Medical Records and Inactive Medical Records, items 1c and 1d, respectively, were scheduled individually for retention and disposition with NARA (National Archives and Records Administration). The records are also listed separately in the Veterans Health Administration Records Control Schedule 10-1, items 136-5c and d and NI-15-90-5/1.</p> <p>VA Medical Records of Patients contain medical records which document the medical care of individuals (Veterans and non-veterans; VA beneficiaries and non-VA beneficiaries) who are</p>	<p>NI-15-87-4 NI-15-90-5</p>	

Copies sent to agency, NCF, 8/24/92

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111-15-91-6

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1	<p>treated at VA health care facilities. The primary medical record, Medical Records Folder File, consists of two segments, medical or clinical records, and administrative or correspondence records, which document episodes of medical care and benefits provided to patients by the VA. The file is considered inactive 3 years after the last episode of care, at which time it is converted to a Perpetual Medical Record and an Inactive Medical Record for long-term retention. Other records series evaluated as part of the VA Medical Records of Patients are not affected by this appraisal. Their respective retention standards remain in effect.</p> <p>The Medical Records Folder File (or Consolidated Health Record) contains all professional and administrative material necessary to document the episodes of medical care and benefits provided to individuals by the VA health care system.</p>		
1a	<p>The Medical Records Folder documents diagnostic examinations and definitive medical, surgical, psychiatric, and dental care or treatment rendered a patient (veteran, non-veteran, beneficiary non-beneficiary) at a VA health care facility. It contains in written and graphic form the diagnostic, treatment and sociological information compiled by various members of the medical care team who participated in the care of a patient during the course of treatment. It is intended to meet the legal, administrative, teaching and research needs of the VA medical staff, and provide a means of studying and evaluating the type of care rendered. VA and other monetary benefits are sometimes decided by use of information from the Medical Records Folder.</p> <p>Disposition: Retain in VA health care facility until 3 years after last episode of care, then convert to an Inactive Medical Record.</p>		
1b	<p>Administrative Records Folder (Correspondence Folder) constitutes the active administrative records segment of the Medical Records Folder File. It contains documentation of the patient's legal eligibility for VA medical benefits and other administrative documents relating to various episodes of hospital, nursing home, domiciliary, or outpatient care furnished at VA health care facilities.</p>		

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1c	<p>Disposition: Retain in VA health care facility along with the Medical Records Folder until 3 years after the last episode, then convert to an Inactive Medical Record.</p> <p>The Perpetual Medical Records record is created by extracting certain documents from the Medical Record 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 a 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"> Application for medical benefits. Narrative treatment Summary, or equivalent. Record of hospitalization, or equivalent. Autopsy report for death case, if applicable. Records relating to release of information, requests to amend, records of denial access or disputes as required under the Privacy Act of 1974. <p>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 Registry 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.</p> <p>This record is to be phased out as a separate record series, and new Perpetual Medical Records are not to be established after approval of this request.</p>		
1d	<p>The new Inactive Medical Record consists of documents relating to various episodes of hospital, nursing home, domiciliary, or outpatient care provided by VA health care facilities. It also consists of documents pertaining to a patient's legal eligibility for VA medical benefits. This records series consists of Application for Medical Benefits, Narrative Treatment Summary (or equivalent), Records of Hospitalization (or</p>		

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	<p>equivalent), Operation Report and Tissue Examination Report (if applicable), Progress notes, Electroencephalograph Reports, Electrocardiograph Reports, Autopsy Report (if applicable), Freedom of Information Act and Privacy Act related records, certain Ionizing Radiation and Agent Orange, and other related administrative and medical records.</p> <p>Disposition: Retire to the nearest servicing Federal records center for storage. If not recalled by the accessioning facility for reactivation, destroy by witness disposal 72 years after retirement (75 years after the last episode of care).</p> <p>Note: Inactive Medical Records already stored at FRCs will not be recalled for consolidation with their counterpart Perpetual Medical Records stored at VA installations unless they are needed for subsequent patient care. Perpetual Medical Records already established at medical facilities are to be transferred to FRCs under a one-time retirement authority.</p> <p>Note: No records covered by the NARS (National Association of Radiation Survivors) Permanent Protective Order will be destroyed until the order has been rescinded and the retention period for the records has expired.</p> <p>Pursuant to The Privacy Act of 1974, each agency record which is accepted by the Archivist of the United States for storage, processing, and servicing shall be considered to be maintained by the VA and shall be subject to the provisions of Title 44. The Archivist of the United States shall not disclose the record except to the VA, or under rules established by the VA.</p>		

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

In accordance with the provisions of 44 U.S.C. 330 quest. including amendments, is approved except to be stamped "disposal not approved" or "withdrew"

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

Date

Archivist of the U.S.

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 that the records proposed for disposal in this Request of 2 page(s) are not now needed for the use of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 18 AUG 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resources D
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
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AIR FORCE MILITARY PERSONNEL RECORDS
(Table 35-1, Rule 1)

Air Force officer and airman Military Personnel Record Group files consisting of correspondence and other documentation relating to classification, assignment, promotion, recruiting, retention, reenlistment, separation, training, education, awards, benefits, entitlements, discipline, health and similar matters. It is the primary source of information pertaining to the individual's military service. The records are used in personnel administration and to protect the legal and financial rights of the individual and of the Government. They provide a history of the member's service. These military personnel records are retired to the National Personnel Records Center (NPRC), St. Louis, Missouri, by the Air Force Manpower and Personnel Center and the Air Reserve Personnel Center. Current records were previously approved for microfilming, with the destruction of the hardcopy, in Disposition Job Nos. NC1-AFU-77-51 and NN-174-42, but no ultimate disposition was provided in either of these jobs. That is the purpose of this disposition request.

DISPOSITION:

1. All records, other than those covered in 2 below. Temporary. Destroy 75 years from the date of retirement to NPRC.

2. Records selected for archival preservation.

Permanent. Offer to the National Archives at the time related service records become eligible for disposal.

a. A sample of 200 individual service records from each year's retirement to NPRC or equivalent, if not arranged in annual blocks, to serve as a fair representation of how personnel data was maintained and of the variety of individuals (men, women, Blacks, Hispanics, American Indians, etc.) who served the Nation at a particular time.

b. Military service records selected by the National Archives and the Air Force because of an individual's unusual prominence or special interest, including Medal of Honor winners and recipients of the Air Force Cross.

c. All service records for individuals above the rank of Colonel.

Restrictions on access: Security classified, Privacy Act, Freedom of Information Act, and any other applicable restrictions that may apply.

DEPARTMENT OF THE ARMY
 MAJOR SUBDIVISION
UNITED STATES COAST GUARD

MINOR SUBDIVISION
CHIEF, MANAGEMENT ANALYSIS DIVISION

NAME OF PERSON WITH WHOM TO CONFER
MR. JAMES DORAN

TEL. EXT.
755-7960

Date _____
 Archivist of the United States

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 02 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
10/30/80

D. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
PASSMORE, CAPT, USCG

E. TITLE
CHIEF, MANAGEMENT ANALYSIS DIVISION

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">U.S. Coast Guard Military Personnel Records (Item 547 of HQINST M5212.6)</p> <p>Files consist of the Official Officer Service Records, Enlisted Personnel Records, Military Personnel Health Records, and Official Coast Guard Reserve Service Records. These official personnel files include records pertaining to the recruitment, training, administration, assignment, health, and disposition of military personnel. These records are the primary source of information pertaining to the individual's military service. They are used in personnel administration and for the protection of the legal and financial rights of the individual and of the Federal Government. These military records are retired to the National Personnel Records Center (NPRC), St. Louis, Missouri. This request supersedes NCI-26-77-3.</p>	<p>NCI-26-77-3, Item 1a and 1b</p>	

DISPOSITION

1. All records, other than those covered in 2 below. TEMPORARY. Destroy 75 years from date of retirement to NPRC.
2. Records selected for archival preservation. PERMANENT. Offer to NARS at the time that related service records become eligible for disposal.
 - a. All service records for individuals separated prior to 1916.
 - b. A random sample of 100 individual service records from each year's retirement to NPRC (or equivalent, if not arranged in annual blocks). This sample will serve as a fair representation of how personnel information was maintained and of the variety of individuals (men, women, blacks, Hispanics, American Indians, etc.) who served in the Coast Guard at a particular time.
 - c. Military service records selected by the National Archives and the Coast Guard because of an individual's unusual prominence or special interest, including Medal of Honor winners and recipients of Gold or Silver Lifesaving Medals.
 - d. All service records for individuals above the rank of Captain.

Restrictions on Access: Security classification, Privacy Act, Freedom of Information Act, and any other applicable restrictions.