

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-15-91-7

DATE RECEIVED

9-12-91

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Actis

DATE

8/17/92

ARCHIVIST OF THE UNITED STATES

Claudia Walker

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

1. FROM (Agency or establishment)

Department of Veterans Affairs (VA)

2. MAJOR SUBDIVISION

Veterans Health Administration

3. MINOR SUBDIVISION

VA Field Facilities

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 2 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 8/20/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>B. Michael Berger</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>Department of Veterans Affairs Veterans Health Administration</p> <p>This is a one-time retirement request to transfer Perpetual Medical records from VA's medical facilities to Federal Records Centers. Once the VA's request to expand the records composition for Inactive Medical records is approved, Perpetual Medical Records will no longer be established as a separate record series.</p> <p>As part of the appraisal for the VA Medical Records of Patients, National Archives Job Authority NI-15-87-4, items 1c, Perpetual Medical Records was scheduled for retention and disposition with NARA (National Archives and Records Administration). The records are also listed in the Veterans Health Administration Records Control Schedule 10-1 under item 136-5C and NI-15-90-5/1.</p> <p>Perpetual Medical Records were created by extracting certain documents from the Medical Records Folder File after a 3 year period of patient inactivity from the date of discharge or release of a patient from the last episode of care.</p> <p><i>Copies sent to Agency, NCF 8/21/92</i></p>	<p>NI-15-87-4 NI-15-90-5</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

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>Disposition: Retire to Federal records center. Retain at FRC for the remainder of their respective retention period, then destroy at FRC if not recalled along with the Inactive Medical Record counterpart. If recalled, the Inactive Medical Records counterpart must be recalled also so that the records can be converted into a Medical Records Folder File. If the records are recalled, the retention period begins anew.</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> <p>Note: No records covered by the NARS (National Association of Radiation Survivors) Permanent Protective Order will be destroyed until the order has been lifted and the retention period for the records has expired.</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 it
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 b 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 pe retention.

C. DATE 18 AUG 1920	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resources D	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) 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.		9. SAMPLE OR JOB NO.

DEPARTMENT OF COMMERCE
 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 _____
 Ambassador 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]
TASSHORE, 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 align="center">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.