

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

Department of Veterans Affairs (VA)

2. MAJOR SUBDIVISION

Veterans Health Administration (VHA)

3. MINOR SUBDIVISION

Vet Centers

4. NAME OF PERSON WITH WHOM TO CONFER

MICHAEL F. BOYCE  
~~Marjorie M. Leandri~~

5. TELEPHONE

535-8275  
~~233-5450~~

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-15-94-6

DATE RECEIVED

9-20-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

2/8/95

*James M. Moore*

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 \_\_\_ 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; or  has been requested.

DATE

9/6/94

SIGNATURE OF AGENCY REPRESENTATIVE

DONALD L. NELSON  
~~B. Michael Berger~~

*Barbara Epstein*

TITLE

Director, Records Management Service (723)

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

## OUTREACH COUNSELING FOLDER FILE

NCI-15-84-18

Public Law 98-160 provides authority for Department of Veterans Affairs (VA) to offer readjustment counseling services to Vietnam-era veterans who are experiencing psychological or psychosocial problems. Public Law 96-22 added provisions to Title 38 United States Code (U.S.C.) Section 1712A (formerly 612A) for VA to provide readjustment counseling services to veterans of Lebanon, Grenada, and the Persian Gulf war.

Vet Centers offer an alternative approach to contemporary procedures for treating veterans who are encountering mental health problems as a consequence of their war related experience. To increase veterans' access, the Vet Centers are prominently located in storefront facilities in the community.

*Copies sent to agency, NNT, NCF 2/21/95*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO. \_\_\_\_\_ PAGE \_\_\_\_\_

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>There are 202 Vet Centers in operation with approximately 13,715 cubic feet of Psychological Counseling records available for initial archival. It is estimated that the annual accumulation for the records is 2,790 cubic feet. Reference activity for records that are to be retired to FRCs would be less than 25 cubic feet per year. Consequently, the retrieval of records from FRCs would be kept at a minimal. Other records will not be shipped to FRCs and will be disposed of at the Vet Centers.</p> <p>The Outreach Counseling Folder File consists of two categories of records: General Administrative Records and Psychological Counseling records.</p> <p>Psychological Counseling Records consist of all written observations, forms, applications, and other pertinent counseling related material to provide continuity of care provided by the counselors and program officials. A typical folder usually consists of a few documents and is considerably smaller than a patient medical records folder. It is extremely confidential and is maintained at individual Vet Centers. The records are maintained separately from patients medical records. Access to the records is restricted to the Outreach Counseling staff on a need-to-know basis.</p> <p><u>Disposition.</u> Temporary. Retire to FRCs after 5 years of client inactivity. After 45 years, destroy at FRC. The overall retention requirement for the records is 50 years. If the client returns for additional counseling, the records may be recalled from the FRC.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION**

JOB NO.

PAGE

OF

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)

General Administrative Records consists of general administrative processing records such as referrals, notes and similar material where non-counseling services were provided.

Disposition. Temporary. Destroy when no longer needed.

Note. Psychological Counseling Records folders can not be consolidated with patients' medical records folders. To protect veterans' confidentiality, Vet Centers use a different numbering system for its clients than the Social Security Number system that is used for patients' medical records folders. They are identified and retrieved by control numbers (Vet Center three-digit station number and unique client identification number) established at the Vet Centers. To consolidate the records with medical records folders would require an extensive time consuming effort.

NOTE:

Because the 202 Vet Centers have not retired records directly to FRCs before and are inexperienced with transfer procedures and recordkeeping requirements, NARA recommends VA medical centers assist the Vet Centers in transferring the files to the FRCs.

*^  
and retrieving*