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
VA Field Facilities

4. NAME OF PERSON WITH WHOM TO CONFER
Michael F. Boyce
~~Marjorie M. Leandri~~

5. TELEPHONE
535-8275
~~233-5450~~

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 __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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE
9/23/94

SIGNATURE OF AGENCY REPRESENTATIVE
Donald L. Neilson
~~B. Michael Berger~~

TITLE
Director, Records Management Service (72)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Veterans Health Administration (VHA) of the Department of Veterans Affairs (VA) provides health care services to the Nation's veterans and their dependents. As a component of the health care treatment process, the Chaplain Service of VHA provides religious support to veterans and their families.		
	The data base is maintained on micro-computers by the National Chaplain Service which is located at the Hampton VA Medical Center, Virginia. The system has been developed in a Massachusetts General Hospital Utility Multi-ProgrammingSystem (MUMPS) FileMan data structure and is not connected with VA's Decentralized Hospital Computer Program (DHCP) or Information Systems Center (ISC). Data are entered, retrieved, and used by means of VA's communication network, VA Data Transmission System/Integrated Data Communication Utility (VADATS/IDCU). Record information generated from the data base is administrative in nature and is used to facilitate and to implement programs in Total		

Copies sent to NNFE ANT NSX 4/14/95 agency

115-109
NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

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 GRS OR SUPERSEDED JOB CITATION	10.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)*
	Quality Improvement. The data base consists of personal information of VA chaplains, other Chaplain Service staff, applicants for chaplain positions, and selected providers of services to the VA chaplaincy. Data collected include name, date of birth, Social Security Number, educational qualifications including continuing educational data, membership in religious bodies and related religious experience, employment history relevant to chaplaincy, name, locations and dates of significant professional events, psychological and related survey data relevant to personal and professional development and research in the Chaplain Service, data to verify and validate the effectiveness of affirmative action programs, work-related performance data, and performance data appropriate for national aggregation and management applications. Data are also maintained on resource providers who assist in the work of the chaplaincy; names of consultants and providers, their organization, types of services provided, effectiveness and performance on contracts, special characteristics related to nature of their service, and nature of correspondence and related administrative matters. Users must have access and verify codes maintained by the National Chaplain Service. Users of codes are required to adhere to strict security Procedures associated with VA-wide use of VADATS, IDCU and DHCP systems. All staff access to the system data is restricted to only that data required on a need-to-know basis per routine performance of their duties. Computers are maintained in a secure environment in the main computer room of the medical center. An automatic feature provides constant backup of the database on a second disk drive. In addition, overnight backup of system data to tape is standard Information Resource Management (IRM) procedure. Privacy Act System Notice 84VA11K provides routine uses for disclosure of Information from the subject records. National Chaplain Management Information System Records Electronic files and records used to create and update data information pertaining to the National Chaplain Management Information System.		

115-204

Four copies, including original to be submitted
to the National Archives and Records Service.

STANDARD FORM 115-A (REV. 12-83)
Prescribed by GSA

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)
	Data maintained on disks		
	Delete after backed-up on electronic tape.		
	Data on tape		
	Delete after one year or after purpose has been served, whichever is later.		
	Output documents		
	Destroy after purpose has been served.		
	Input documents		
	Destroy after the information has been entered into the data base and verified, or destroy when no longer needed to support the reconstruction of the data base, whichever is later.		

115-204

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STANDARD FORM 115-A (REV. 12-83)
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