

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items
TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
VETERANS ADMINISTRATION
2. MAJOR SUBDIVISION
DEPARTMENT OF MEDICINE AND SURGERY
3. MINOR SUBDIVISION
VA FIELD FACILITIES
4. NAME OF PERSON WITH WHOM TO CONFER
H.D. THOMBS, CHIEF, RECORDS MANAGEMENT
5. TEL. EXT.
148-3662
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 9 1975	JOB NO. NC - 15-76-9
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 stamped "disposal not approved" or "with-drawn" in column 10.	
<i>10-16-75</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

9/3/75 (Date) *Ben E. Turner* (Signature of Agency Representative) **Assistant Administrator for Planning and Evaluation** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>FEDERAL OCCUPATIONAL INJURIES AND ILLNESS FILE</u> This records series consists of records of all recordable occupational injuries and illnesses occurring within a VA facility. The data collected provide the facility Safety and Fire Protection Officer with data needed in the administration of an effective safety, occupational health and fire prevention program within the facility. The data are also used to prepare necessary internal reports and reports required by the Department of Labor. Dispose of five years following the calendar year to which they relate.		
2.	<u>REPORTS OF ACCIDENT, INJURY, OCCUPATIONAL ILLNESS OR FIRE FILE</u> This records series contains safety, occupational health and fire protection reports covering all recordable occupational injuries, illnesses and fires which have occurred within a VA facility. The reports provide Central Office and the Department of Labor with the data necessary to develop and maintain an effective safety, occupational health and fire protection program. Dispose of five years following the calendar year to which they relate.		

Copy to Agency 10-21-75