

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

LEAVE BLANK	
DATE RECEIVED <b>SEP 9 1975</b>	JOB NO. <b>NC - 15-76-10</b>
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.	
Date <b>10-30-75</b>	<i>James B. Rhoads</i> Archivist of the United States

- FROM (AGENCY OR ESTABLISHMENT)  
VETERANS ADMINISTRATION
- MAJOR SUBDIVISION  
DEPARTMENT OF MEDICINE AND SURGERY
- MINOR SUBDIVISION  
VA FIELD FACILITIES
- NAME OF PERSON WITH WHOM TO CONFER  
H. D. THOMBS, CHIEF RECORDS MGMT.
- TEL. EXT.  
148-3663
- 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 3 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*  
*Blair E. Thum*  
(Date) (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.	<p><u>TUMOR/CANCER REGISTRY FILE</u></p> <p>These are abstract card records containing selected data for those patients admitted and treated for suspected or confirmed malignancies. The registry diagnosis index cards contain detailed information regarding the type of neoplasm, such as squamous cell carcinoma, which is not in the IDDS - Inpatient Discharge Data System and the PTF - Patient Treatment File. Thus, these cards are not a duplicate of the computer file systems.</p> <p>Disposal instructions:</p> <p>A. Tumor/cancer register records and index cards concerning <u>live</u> patients which do not duplicate the data already contained in the medical record or diagnosis and operation indexes be <del>retained for a period of twenty years.</del></p> <p>B. Tumor/cancer register records and index cards concerning <u>deceased</u> patients or patients lost to follow-up which do not duplicate the data already contained in the medical record or diagnosis or operation indexes be <del>retained for a period of five years.</del></p>		<p><i>destroyed when 20 years old.</i></p> <p><i>destroyed when 5 years old.</i></p>

*Copy to Agency 11-4-75 (AD)*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>DIAGNOSTIC AND OPERATIVE INDEX FILES</u></p> <p>These are computer print-outs of internationally coded diagnostic and operation data abstracted from the clinical records of discharged patients. They are the basis for medical statistics and are used in the coordination of individual medical records for study and research purposes.</p> <p>Disposal instructions:</p> <p>A. <del>Dispose of</del> <i>Destroy</i> monthly listing after receipt of consolidated bi-annual listing.</p> <p>B. <del>Dispose of</del> <i>Destroy</i> consolidated bi-annual listing/twenty years after date of report. <span style="float: right;">or prior equivalent</span></p>	<p>NN-166-127</p>	
3.	<p><u>REGISTER FILE</u></p> <p>This records series was used at VA health care facilities to control the assignment of register numbers, in numerical sequence, for each episode of patient care. A new register number was assigned to every patient, admitted or readmitted, and an individual could have two or more register numbers.</p> <p>This system, which began with the inception of the VA, was later dropped in favor of a unit numbers system; whereby a single unit control number was assigned a particular patient and used on all followup treatment or readmissions. In the late sixties, this system was replaced by the adoption of the social security number as the patients' identification number for all VA medical records.</p> <p><del>Dispose of</del> <i>Destroy</i> Register Files immediately.</p>		
4.	<p><u>PATIENT LOCATOR CARD FILE</u></p> <p>This is an alphabetical and historical index of every patient who was ever admitted to a VA health care facility. It provides a ready reference of personal data, dates admitted, dates discharged and type of discharge. This records series also serves as a central cross-reference to those hospital records which are filed by previous register and unit numbering systems.</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4. (cont)	<p><i>Destroy</i></p> <p>Dispose fifty years after last episode of care recorded on card and only after the Perpetual Medical Record is destroyed.</p>		
5.	<p><u>PERPETUAL MEDICAL RECORD</u></p> <p>This file series is created by the selection of the following vital documents from the patient's Consolidated Health Record:</p> <p>A. Application for Medical Benefits                      B. Tissue Examination Report                      C. Operation Report                      D. Final Hospital Summary</p> <p>The selection of the above documents, for each episode of inpatient care, is made prior to the transfer of the Consolidated Health Record to a Federal Records Center. The Consolidated Health Record is retained in an inactive status for a total of fifteen years; during this period, all inquiries should be reviewed and resolved before destruction. In almost all cases, such inquiries are answered from the evidence on the above vital document and the need to recall the Consolidated Health Record is nil. However, the Perpetual Medical Record documents, retained inside a clearly marked envelope, with the patient's name, identification number and VA facility address, will be available for a total of fifty years after the last episode of care.</p> <p><i>Destroy</i></p> <p>Dispose of fifty (50) years after the last episode of care.</p>	<p>II-NN                      164-213</p>	