

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 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 STATIONS

4. NAME OF PERSON WITH WHOM TO CONFER
H.D. TOMBS, CHIEF RECORDS MGMT.

5. TEL. EXT.
148-3663

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 9 1975	JOB NO. NC- 15-76-11
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>10-7-75 James B. Rhoads</i> Date 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 2 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)

Blaha E. Tom
(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.	GENERAL LEDGER FILE. This records series consist of records in chronological order (by date); documenting the assets, liabilities, capital, income and expense accounts of each canteen. The ledgers are used as a control over Veterans Canteen Service funds, and as a source of data relative to how the funds are expended, the nature of receipts, the value of merchandise, equipment and other property in custody. <i>Destroy when Dispose of after twenty-five years old.</i>		
2.	OPERATION LOG FILE. This records series consist of records which indicate type of operation, surgeon assistants, scrub nurse, sponge count, anesthetist, agent, method, pre-op diagnosis, post-op complications, etc. The information serves as a ready reference for residents; is used to complete patient's Operation Report; is used for the preparation of the Annual Report of Surgical Procedures; and is used by the Joint Commission on Hospital Accreditation to determine whether operations are being conducted in accordance with proper surgical procedures. <i>Destroy when Dispose of after 10 years old.</i>		

Copy to Agency 109-1500

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
3.	<p><u>REQUEST FOR NEW ILLUSTRATION FILE.</u> This records series consist of requests, made to Medical Illustration Service, to make illustrations of patients. These requests require the signed release of the patient before the hospital can use them. In addition, this records series is the master index to the negative file; arranged chrono-alphabetically, it is the only reliable locator to negatives and color transparencies. The original print is placed in the patient's folder while the negative is maintained in Medical Illustration Service. All requests for reprinting the negative must be checked to verify that a signed release is on file.</p> <p><i>Per tray</i> Dispose of five years after latest activity.</p>	NN-164-36	
4.	<p><u>MASTER NEGATIVE AND TRANSPARENCY FILE.</u> This records series consist of photographic negatives of all illustrations made on patients, equipment, and techniques on a one-time basis. Patient negatives are used in connection with diagnostic or treatment procedures.</p> <p><i>Per tray</i> Dispose of five years after latest activity.</p> <p>Simultaneous separate submission is being made to Administrative Services, GAO.</p>	NN-164-36	