

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

9/17/81

LEAVE BLANK	
JOB NO.	
<i>NCI-15-81-25</i>	
DATE RECEIVED	
<i>September 17, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-28-81</i> Date	<i>[Signature]</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Veterans Administration**

2. MAJOR SUBDIVISION  
**Department of Medicine and Surgery**

3. MINOR SUBDIVISION  
**Nuclear Medicine Service-Field Facilities**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Marjorie M. Leandri**

5. TEL. EXT.  
**3662**

6. 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>9-9-81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen di Nunzio</i> (MRS.) MAUREEN diNUNZIO	E. TITLE Director, Management Services
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>NUCLEAR SCAN FILE</u></p> <p>This records series contains nuclear scans used to confirm or establish a diagnosis, supplement initial findings and to provide information at desired intervals for medical comparison purposes. The scans are also used for research and teaching purposes.</p> <p>Destroy 5 years after date of latest scan in the folder or jacket. EXCLUDING: Those scans of special interests or having exceptional teaching value which are selected for filing in the Nuclear Scan Teaching File and those scans used or proposed for use in active research projects or cooperative studies.</p>	<p><i>NCI-15-76-23</i></p> <p><i>RCS10-1,</i> <i>Item 7906</i> <i>(p. 2X-2)</i></p>	

115-107

*Closed Out: 10-8-81 : K.T.D.*  
*10-1/7906 Copy to All FRC's, Agency & NNM*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

NUCLEAR SCAN FILE: This appraisal amends the previous appraisal by reducing the retention period for nuclear scans from 10 years after date of latest scan in the folder or jacket to 5 years from date of latest scan in the folder or jacket.

The Nuclear Scan File contains nuclear scans used to establish or confirm a diagnosis; supplement initial findings; provide information for medical comparison purposes; and for research or teaching purposes.

A ten year retention period was originally established because nuclear medicine was at that time, a relatively new medical specialty in the Veterans Administration. The full value of these records had not, as yet, been determined. However, sufficient time has elapsed in which to judge the need for these records. Experience of nuclear medicine professional personnel now indicates that diagnostic and treatment requirements can be met within 5 years from date of latest scan. The reduced retention period will help alleviate the severe space problem which exists at many of our field facilities.

The revised retention period will continue to exclude those scans of special interest or having exceptional teaching value which are selected for filing in the Nuclear Scan Teaching File and those scans used or proposed for use in active research projects or cooperative studies.

SECTION X-NUCLEAR MEDICINE SERVICE-Continued

Primary Subjective Title	Secondary Subjective Title		Folder Subject	Description of Contents	Retention Limitations and Disposition
	Code	Records Series			
TREATMENT, TEACHING AND RESEARCH	7906	Nuclear Scan File	Filed alphabetically or numerically by social security number.	Nuclear scans and copies of interpretations.	Destroy 10 years after date of latest scan in the folder or jacket.  EXCLUDING: Those scans of special interest or having exceptional teaching value which are selected for filing in the Nuclear Scan Teaching File and those scans used or proposed for use in active research or cooperative studies.  (NC1-15-76-23)
	7907.	Nuclear Scan Alphabetical Index File.	No folder involved. Cards filed alphabetically by name of patient.	An alphabetical cross index to nuclear scans which are filed numerically by social security numbers.	Destroy when scans to which they pertain are destroyed or after they have been transferred to the Nuclear Scan Teaching File.  (NC1-15-76-23)
	7908.	Nuclear Scan Pathological Index File.	No folder involved. Card file maintained as appropriate.	Cards indexing special and interesting scans, normal and abnormal.	Destroy when no longer of medical reference value or when card is replaced.  (NC1-15-76-23)
	7909.	Nuclear Scan Teaching File.	(As appropriate.)	Nuclear scans selected for their special interest or exceptional teaching value.	Destroy when no longer of value for teaching and educational purposes, providing the retention requirements of the Nuclear Scan File have been met.  (NC1-15-76-23)
	7910.	Patient Therapy File.	Alphabetically by name of patient.	Records of course of treatment, therapy summaries, progress notes, therapeutic doses of radiopharmaceuticals received, and technical factors applied.	Destroy 10 years after patient is no longer under treatment or follow-up care.  (NC1-15-76-23)]

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED JUL 20 1976	JOB NO NC1 - 3-76-23
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.	
SEP 10 1976	<i>James B. Rhoads</i> Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
VAHRIAN ADMINISTRATION

2. MAJOR SUBDIVISION  
DEPARTMENT OF MEDICINE AND SURGERY

3. MINOR SUBDIVISION  
NUCLEAR MEDICINE SERVICE - FIELD FACILITIES

4. NAME OF PERSON WITH WHOM TO CONFER  
W. F. HARRISON, Chief Records Mgmt.

5. TEL. EXT.  
160-3602

6. 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.

*7/14/76* (Date) *Blake E. Turner* (Signature of Agency Representative) *Blake E. Turner* 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>NUCLEAR MEDICINE LICENSE FILE</u> This records series contains licenses issued, by the Nuclear Regulatory Commission, to each VA hospital that meets the qualification standards for a nuclear medicine program. It also contains the application used to request permission to use radioactive material in the practice of nuclear medicine. The license permits each approved VA hospital to use radioactive material for diagnostic, therapy, research and teaching purposes. <i>Destroy</i> within 5 years after the license has expired or has been cancelled.		
2.	<u>NUCLEAR SCANS FILE</u> This records series contains nuclear scans used to confirm or establish a diagnosis, supplement initial findings and to provide information at desired intervals for medical comparison purposes. The scans are also used for research and teaching purposes. <i>Destroy</i> within 10 years after date of latest scan in the folder or jacket. EXCLUDING: Those scans of special interest or having exceptional teaching value which are selected for filing in the Nuclear Scan Teaching File and those scans used or proposed for use in active research projects or cooperative studies.		
3.	<u>NUCLEAR SCAN ALPHABETICAL INDEX FILE</u> This records series is an alphabetical cross index to the Nuclear Scan File which are maintained manually by		

## DM&S NUCLEAR MEDICINE SERVICE, FIELD ACTIVITIES

### INTRODUCTION

These appraisals cover the records series maintained by the Nuclear Medicine Service, field activities, under the jurisdiction of the Department of Medicine and Surgery. They document the entire scope of the Nuclear Medicine Service functional activity.

### ANALYSIS

NUCLEAR MEDICINE LICENSE FILE. This records series contains licenses issued, by the Nuclear Regulatory Commission, to each VA hospital that meets the qualifications standards for a nuclear medicine program. It also contains the application used to request permission to use radioactive material in the practice of nuclear medicine. The license permits each approved VA hospital to use radioactive material for diagnostic, therapy, research and teaching purposes.

Dispose of 5 years after the license has expired or has been cancelled.

The proposed retention period will provide enough time to answer inquiries regarding the issuance or cancellation of the license. In addition, it provides sufficient background data needed to renew the license or remedy problem areas which may have caused the cancellation of the license.

NUCLEAR SCAN FILE. This records series contains nuclear scans used to confirm or establish a diagnosis, supplement initial findings and to provide information at desired intervals for medical comparison purposes. The scans are also used for research and teaching purposes.

Dispose of 10 years after date of latest scan in the folder or jacket.

EXCLUDING: Those scans of special interest or having exceptional teaching value which are selected for filing in the Nuclear Scan Teaching File and those scans used or proposed for use in active research projects or cooperative studies.

This retention period will satisfy VA requirements for:

- (1) diagnostic and treatment purposes
- (2) active research projects and cooperative studies
- (3) teaching and educational purposes and
- (4) medical-legal requirements

A shorter retention period was not considered since Nuclear Medicine is a relatively new speciality. Unlike other established specialities the full extent of the diagnostic and treatment value of these records has not been determined.

NUCLEAR SCAN ALPHABETICAL INDEX FILE: This records series is an alphabetical cross index to the Nuclear Scan File which are maintained numerically by Social Security Numbers.

Dispose of when scans to which they pertain are disposed of and after they have been transferred to the Nuclear Scan Teaching File.

The primary purpose of this records series is of a supporting nature. Therefore, there is no further need for the records once the scans have been destroyed or transferred to the Nuclear Scan Teaching File.

NUCLEAR SCAN TEACHING FILE: This records series consists of nuclear scans selected for their special interest or exceptional teaching value. It is limited to those scans which have a high degree of instructional value.

Dispose of scans no longer of value for teaching and educational purposes, providing the retention requirements of the Nuclear Scan File have been met.

Once the scans lose their value as teaching and educational tools they are of no further value to the Nuclear Medicine Service.

NUCLEAR SCAN PATHOLOGICAL INDEX FILE: This is an entity card file, indexing special and interesting nuclear scans, normal and abnormal. They are used for medical reference, research and teaching purposes.

Dispose of when no longer of medical references value or when card is replaced.

This is the only retention period that can be applied since disposition of the individual records in this records series depends upon their continuing technical value to professional Nuclear Medicine Service personnel.

RADIATION MONITORING FILE: All employees working in areas containing radioactive material are required to wear or carry monitoring equipment designed to measure the dosage of radiation received. These devices are used to warn against overexposure to radiation, extent of overexposure if any, and to assure that prescribed safety measures are being used to avoid radiation exposure.