

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

LEAVE BLANK	
JOB NO <b>NCJ-15-82-7</b>	
DATE RECEIVED <b>April 6, 1982</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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <b>Dec 8, 80</b>	Archivist of the United States <i>Robert W. May</i>

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  
**VA Field Facilities**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Mrs. Marjorie M. Leandri (004A3)**

5 TEL EXT  
**389-3662**

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 2 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 <b>2-12-82</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen diNunzio</i> Maureen diNunzio	E TITLE Director, Information & Regulations Staff
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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>Research and Development Activities Folder File</u></p> <p>The Research and Development Activities Folder File is compiled and maintained in the office of the Assistant Chief Medical Director (ACMD) for Research and Development and assigned services - Medical Research, Health Services Research and Development, and Rehabilitative Engineering Research and Development.</p> <p>The folder contains medical research proposals submitted by VA field facilities to VACO for approval and funding. Specifically, the information will consist of description of the proposed project, recommended method, time needed for completion, funding requirements, the approval or disapproval recommended by the particular Merit Review Board evaluating the project, and documentation of the research as it progresses. Additionally, the folder contains site visit reports, committee reports, and general information pertaining to the Research and Development Departments at each applicable field facility.</p> <p><del>Microfilming original files is requested to relax space problems. A micrographics feasibility study was accomplished in accordance with VA Manual MP 1, Part II, Chapter 7, and is attached for additional information. Files created after that will be microfilmed after 5 years. Paper originals will be destroyed by shredding after accuracy and quality of fiche are assured.</del></p>		

5-107

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

*3/1/82*

**Closed out: 12-14-82:cm  
Copies to NNM, NNB & Agency**

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Required inspection of microfilm will be completed at least once every two years as required by 41 CFR 101-11.506-2. "This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506-3."</p> <p><u>Retention and Disposition</u></p> <p><del>"1. Hardcopy. Temporary. Destroy after conversion to microfilm and after verification that the microfilm is an adequate substitute for the hardcopy records.</del></p> <p>"2. Microfilm.</p> <p style="text-align: right;">PERMANENT.</p> <p>"(a) Master and one positive copy. <del>██████████</del> Retire immediately to Washington National Records Center (WNRC). <del>██████████</del> <del>██████████</del> Offer to NARS when 30 years old. *</p> <p>"(b) Reference copy. Temporary. Retain in originating office. <del>██████████</del> <del>██████████</del> Destroy when no longer needed for reference purposes.</p> <p>1. Hardcopy. Permanent. Close Research and Development Activities Folder file at the conclusion of the Research and Development project. Cut off closed files at the end of fiscal year. Transfer to NARA in 5 year blocks 30 years after cut-off.</p> <p>September 7, 2005. Per e-mail with Mr. Sherwin Lynch, VHA. Veterans Health Administration, Department of Veterans Affairs, is no longer microfilming these records.</p> <p><i>James G. Cassidy</i> James G. Cassidy NWML October 4, 2005</p> <p>* Microfilming will be in 5 year blocks: offer date will be the date of the latest records.</p>		

Disposition standards included per telecon J McMeekin & J. Wallace, 11/10/82. *[Signature]*