

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-15-83-16	
DATE RECEIVED 8/25/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
14 SEP 1983 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

VA Field Facilities

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Marjorie M. Leandri

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 5-9-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> (MRS.) MAUREEN diNUNZIO	E. TITLE DIRECTOR, INFORMATION AND 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
1.	Electrocardiograph Tracing File (EKG) which includes Phonocardiograms, Echocardiograms, Nuclear Cardiac Scans, and Vector-cardiograms. This series of records consists of EKG tracings maintained in the veteran's medical records folder and the Cardiology Clinic, respectively. The tracings maintained in the veteran's medical records folder consist of cutout portions of the original tracings which are filed with the Electrocardiograph Report, Standard Form 520. The copy of the tracings retained in the Cardiology Clinic consists of reproduction or "Xerox" of the original tracings.	VA DM&S RCS 10-1 Code: 7251	
1a.	File cutout portions in the patient's medical records along with the Electrocardiograph Report, Standard Form 520.		
1b.	Residue of Original Tracings (portions of the original tracings not required for filing in the patient's medical folder). Destroy immediately.		
2.	Copies of tracings (VA beneficiaries), retained in the Cardiology Clinic.		
2a.	Hardcopy. Temporary. Retain for three years, then convert to microfilm. Destroy after conversion to microfilm and		3 items

No more data change required

Agency sent 9-27-83 by DMW.

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	after verification that the microfilm is an adequate substitute for the clinical copy.	VA DM&S RCS 10-1 Code 7251	
2b.	Microfilm. Master and one positive copy. Destroy 22 years after conversion to microfilm (refer to Supply Center for destruction and recovery of silver).*		
3.	Tracings on non-VA beneficiaries. Destroy when one year old.		
4.	"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." <i>microfilm will be inspected every 2 years per 41 CFR 101-11.507.2</i>		
	<i>* Microfilm will be retained at medical centers.</i>		