

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-15-84-11
DATE RECEIVED	3/19/84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-8-84 Date	<i>Robert J. Moore</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 11-23-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen di Nunzio</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.	Reappraisal of Electroencephalograph Records This record series consists of electroencephalograph records of patients with neurological and psychiatric disorders and is used for the purpose of examination, treatment, and occasionally determining compensation and pension ratings for veterans.	National Archives Job No. NN-170-81	
1a.	1. Tracings of non-VA beneficiaries. Hardcopy. Temporary. Destroy after one year.	RCS 10-1, Item 7252	8 items
1b.	Tracings of VA beneficiaries.		
1b(1)	2. Hardcopy. Temporary. Maintain for five years in the EEG Clinic then convert to microfilm. Destroy after conversion to microfilm and after verification that the microfilm is an adequate substitute for the hardcopy records.		
1b(2)	3. Microfilm. Master and one positive copy. Temporary. Retain in the local facility's EEG Clinic for 25 years after conversion to microfilm, then destroy.		

Mass Data Sheet Required and Attached

All FRC's & Agency sent 5-29-84 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	Electroencephalographic Request and Report, VA Form 10-2614 4		
2a.	Non-VA beneficiaries		
2a(1) ⁴ .	Hardcopy original. Forward to requester.		
2a(2) ⁵ .	Hardcopy duplicate. Temporary. Retain one year in EEG Clinic then destroy.		
2b.	VA beneficiaries		
2b(1) ⁶ .	Hardcopy original. File in patient's medical record folder file.		
2b(2) ⁷ .	Hardcopy duplicate. Temporary. Maintain for five years in the EEG Clinic then convert to microfilm. Destroy after conversion to microfilm and after verification that the microfilm is an adequate substitute for the hardcopy records.		
2b(3) ⁸ .	Microfilm duplicate. Master and one positive copy. Temporary. Retain in the local facility's EEG Clinic for 25 years after conversion to microfilm then destroy.		
3.	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. Inspections of the microfilm will take place every two years during their scheduled life in accordance with the provisions set forth in 41 CFR 101-11.507.2.		
4.	The microfilm will be forwarded to the appropriate VA Supply Center for recovery of silver during the destruction process.		

Once the Standard Form (SF) 115, Request for Records Disposition Authority for EEG records, has been approved by the Archivist of the United States (NARS Job Number NC1-15-84-11), VA medical facilities will be notified of the new retention period for EEGs and the approval to microfilm EEG Clinic tracings and the duplicate copy of VA Form 10-2614, "Electroencephalograph Request and Report." In addition, VA medical facilities of jurisdiction will be instructed to recall and microfilm all EEG paper tracings and duplicate copies of VA Form 10-2614 currently maintained at Federal records centers. *

Added per telecon F. Blumenthal / J. Wallace 5/7/84. From VA letter to NCD, dated 5/1/84.