

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

LEAVE BLANK	
JOB NO <b>NCI-15-85-3</b>	
DATE RECEIVED <b>8-20-84</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>Mr 25 84</b> Date	<i>John K. Warr</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 <b>8/16/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marjorie M. Leandri</i> DAVID N. STONE	E. TITLE DIRECTOR, PAPERWORK MANAGEMENT AND REGULATIONS SERVICE
---------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Appraisal of Spinal Cord Injury Service Records</u></p> <p>The record series consist of Spinal Cord Injury Service records which are used to monitor and compare workloads from one center, district and region with others.</p>		
1.	Report of Patients with Spinal Cord Injury or Disease - Centers File <del>(RCS 10-0210)</del> (RCS 10-0032)		
1a.	Monthly reports of <u>patient and staffing data</u> used to project workload trends, monitor and compare workloads of hospitals designated as spinal cord injury centers.		
1b.	Destroy after 5 calendar years.		
2.	Report of Patients with Spinal Cord Injury or Disease - Patients File <del>(RCS 10-0210)</del> (RCS 10-0032)		
2a.	Quarterly reports of <u>admission and discharge data</u> used to project workload trends, monitor and compare workloads of hospitals designated as spinal cord injury centers.		
2b.	Destroy after 5 calendar years.		

*Mass Data Charge Sheet not required by Fed at NAL 11-26-84*

**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
3.	<p>Spinal Cord Injury Home Care Unit Quarterly Activity Report File <del>(RCS 10-004)</del> (RCS 10-004)</p>		
3a.	<p>Quarterly activity reports used to project workload trends, monitor and compare <u>workloads of home care units</u>.</p>		
3b.	<p>Destroy after 5 calendar years.</p>		