

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Sherwin Lynch (lynsher@mail.va.gov)	(202) 273-8312

LEAVE BLANK (NARA use only)	
JOB NUMBER	N1-15-01-4
DATE RECEIVED	5/24/2001
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
11-17-03	<i>[Signature]</i>

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
5/22/01	<i>[Signature]</i> Donald L. Neilson	Director, Information Mgmt Svc (045A4)

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	National Prosthetic Patient Database and Related Records The National Prosthetic Patient Database (NPPD) and related record, hardcopy and electronic, document information on veterans who have received prosthetic, orthotic, sensory aids, and rehabilitative and home medical equipment. The records capture information pertaining to employees who issued the appliance or purchase order for the prosthetic device, the name of the ordering facility of the prosthetic device, unique patient identification number (not the social security number), the Health Care Financing Administration Common Procedure Coding System (HCPCS), item purchased/issued to patient, cost, quantity, type of issue (initial/replace/repair/spare), patient eligibility, (service-connected, prisoner of war, aid and attendance), procurement officer or representative, purchase order date, order closed/delivery date,		

calculated processing days, transaction/purchase order number, the vendor/contractor name. The database also contains information to produce reports on cost, summary of prosthetic activity, appliance usage, names of purchasing agents, and other information necessary to manage the procurement of prosthetic devices.

The Privacy Act (PA) System Notice for NPPD records is VA 33VA113.

1. Master File.

Disposition: VA Central Office – Cut off at end of fiscal year in which prosthetic procedure is concluded. Delete 3 years after cut off.

*Revised per email from
R. O. Sherwin Lynch
10/8/83*

2. Backup Files

Disposition: Delete when the identical NPPD has been deleted or replaced by a subsequent backup file.

3. Input records

Disposition: Destroy after data have been entered into NPPD.

4. Output records

Disposition: Destroy when the program official determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

5. File Specifications, Codebooks, User Guides, Output Specifications, etc.

Disposition: Destroy or deleted when replaced or superseded.

6. Electronic Mail and Word Processing System Copies

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

*Revised per email from
R. O. Sherwin Lynch
9/16/83*

DISPOSITION: TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: **TEMPORARY**. Delete when dissemination, revision, or updating is complete.