

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: n1-015-02-003**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/25/2024

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 3 - Electronic Final Version of Patient Medical Record

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

The items are mainly inputs, outputs and system documentation superseded by

GRS 5.2 Item 020 (DAA-GRS-2022-0009-0002) and GRS 3.1 Item 051

(DAA-GRS-2013-0005-0003).

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

|  |   |  |   |
|--|---|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   | JOB NUMBER <i>NI-015-02-3</i>  |   |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408   |   | DATE RECEIVED<br><i>5-30-02</i>  |   |
| 1. FROM (Agency or establishment)<br>Department of Veterans Affairs (VA)   |   | NOTIFICATION TO AGENCY<br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |   |
| 2. MAJOR SUBDIVISION<br>Veterans Health Administration (VHA)   |   |  |   |
| 3. MINOR SUBDIVISION   |   |  |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Sherwin Lynch (lynsher@mail.va.gov)   | 5. TELEPHONE<br>202-273-8312  | DATE<br><i>7-6-04</i>  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i> |
| 6. AGENCY CERTIFICATION<br>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,<br><br>is not required; <input checked="" type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   |  |   |
| DATE<br><i>11/29/01</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Donald L. Neilson</i><br>Donald L. Neilson | TITLE<br>Director, Information Management Service  |   |
| 7. Item No.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION                                     | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                      |

**Electronic Patient Medical Record**

The electronic patient medical record contains the same type of information as the hardcopy medical records. Electronic records can consist of the application for medical benefits, narrative treatment summary, records of hospitalization, laboratory tests, x-ray images and interpretations, electrocardiograph (EKG), other clinical and administrative records pertaining to VA patients. The records document the diagnosis, definitive medical, surgical, psychiatric, and dental care or treatment services compiled by various health care professionals (in and outside of VHA) who participated in the care of a patient during one or more courses of treatment. Administrative records used to determine eligibility for medical services, handwritten correspondence, and similar records are also captured as part of the electronic patient medical records.

*cc: Agency, NR, DWTMB*

## Request for Records Disposition Authority – Continuation

### I. Input.

#### 1. Paper Source Documents.

- a. Hardcopy version of information manually input into Electronic Patient Medical Record System (EPMRS).

**Disposition:** Destroy after verification of accurate entry of information into EPMRS.

- b. Hardcopy version of information scanned onto optical disk or other magnetic media.

**Disposition:** Destroy after verification of accurate scan onto optical disk or other magnetic media.

#### 2. Interim Electronic Source Information.

Electronic version of source information obtained from other electronic databases, optical disk, or other magnetic media not considered as part of the consolidated patient medical record. May include information generated electronically by medical equipment.

**Disposition:** Destroy/Delete after migration of information to another electronic medium. Destruction of interim version of information is not to occur until it has been determined that the migrated information represents an exact duplicate of the previous version of the migrated information.

### II. Electronic Final Version of Patient Medical Record.

3. **Final, consolidated, electronic version of a Patient Medical Record.** Includes information migrated from interim electronic information systems, electronic medical equipment, or information entered directly into the patient medical record information system. May be stored on optical disks or other magnetic media.

**Disposition:** Destroy/Delete 75 years after the last episode of patient care.

### III. Output.

#### 4. Output in Electronic Form.

May include electronic display versions of patient orders, operation reports, health summaries, etc., and other documents associated with patient medical records.

**Disposition:** Destroy/Delete when no longer needed for administrative or clinical operations.

#### 5. Output in Paper or other Hard Copy Form.

May include output consisting of printed hardcopy of patient medical records.

**Disposition:** Destroy when no longer needed for administrative or clinical operations.

### IV. Documentation.

6. **Documentation** may include data dictionaries, field layouts, data entry instructions, and other manuals in paper and electronic form.

**Disposition:** Destroy/Delete when superseded or obsolete.

7. **Word Processing and Electronic Records.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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

**Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.**

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

**Disposition: Destroy/delete when dissemination, revision, or updating is completed.**