

**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

Sherwin Lynch

## 5. TELEPHONE

202-273-8312

LEAVE BLANK (NARA use only)

## JOB NUMBER

N1-015-00-2

## DATE RECEIVED

12/28/1999

## 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8-29-01

## ARCHIVIST OF THE UNITED STATES

## 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

12/23/1999

## SIGNATURE OF AGENCY REPRESENTATIVE

Donald L. Neilson

## TITLE

Director, Information Management Service

7.  
ITEM  
NO.

## 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

## 1. Ionizing Radiation Registry Records

Public Law 99-576, Veterans Benefits Improvement and Health Care Authorization Act of 1986, requires the Department of Veterans Affairs (VA) to maintain an IRR of veterans exposed to radiation at Hiroshima or Nagasaki, Japan, or as a result of the detonation of nuclear devices. In connection with the Law, VA provides ionizing radiation examinations to veterans who may have been exposed to ionizing radiation at a nuclear testing site or in Hiroshima or Nagasaki. More specifically, examinations are given to those veterans who served at a nuclear test site between 1945 and 1962 or served during the occupation of Hiroshima or Nagasaki between September 11, 1945 and July 1, 1946. Also, Public Law 105-368 authorizes the VA to provide examinations to veterans treated with Nasopharyngeal (NP) radium in service.

An Ionizing Radiation (one page) Code Sheet, VA Form 10-0020A, is prepared for each veteran who has claimed that his/her health problems may be related to exposure to ionizing

cc: NWMD, NWME

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11-15-90-2

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	<p>radiation. The code sheet captures the veteran's name, Social Security Number, home address, telephone number, date of birth, and other personal and health information. An original code sheet is filed in the patient's medical records folder. A copy of the code sheet is forwarded to Environmental Agents Service (EAS). After review by program officials, the code sheet is forwarded to the VA's Austin Automation Center (AAC) for processing. Information extracted from the code sheet is entered into VA's IRR master database. Subsequently, the code sheet is returned to EAS for further processing. That is, the code sheet is sent to Micrographic Specialties Incorporated (MSI) for conversion to optical disk. After conversion, the code sheet and optical disk are returned to EAS. The optical disk is placed in a disk drive tower and the code sheet is filed in a box.</p>		
1a.	<p>Code Sheet <b>Disposition:</b> Temporary. Destroy after scanned onto optical disks.</p>	SEE REVISED PAGES	
1b.	<p>Optical Disk <b>Disposition:</b> Temporary. Destroy 75 years after the IRR Program has been terminated.</p>		
1c.	<p>Magnetic Tape <b>Disposition:</b> Temporary. Destroy immediately.</p>		
1d.	<p>Report <b>Disposition:</b> Temporary. Destroy after are no longer needed for administrative and program purposes.</p>		
1e.	<p>Master Data File Inclusive Dates: 1988 and thereafter. <b>Disposition:</b> Temporary/Permanent. Destroy 75 years after the IRR Program has been terminated. If personal and confidential information is redacted from the temporary master file, the master file may be offered to the National Archives after the 75-year retention requirement has been met.</p>		
1f.	<p>Documentation <b>Disposition:</b> Temporary/Permanent. Destroy 75 years after the IRR Program has been terminated. Transfer only if the master file is transferred to the National Archives.</p>		

## 1. Ionizing Radiation Registry (IRR) Records

### a. Original Code Sheets

Disposition: TEMPORARY. File with the veteran's medical records folder.

### b. Other copies of Code Sheets

Disposition: TEMPORARY. Destroy after data from code sheets is entered into IRR's master database, scanned onto optical disk, and verified for accuracy.

### c. IRR Optical Disks

Disposition: TEMPORARY. Cut off at the end of the calendar year in which the IRR program terminates. Destroy 75 years after cutoff.

**Note:** *The VHA agrees to maintain these records in accordance with 36 CFR 1234 §§30-32 for their entire 75-year retention period.*

### d. Magnetic Tape Copies

Disposition: Non-record. Destroy when no longer needed for reference.

### e. Reports

Disposition: TEMPORARY. Destroy when 2 years old or no longer needed for administrative and program purposes.

### f. Master Data Files (copies)

Inclusive Dates: 1988 and thereafter.

Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer records to the National Archives in 5-year blocks 1 year after the cut off of the most recent records in the block. Transfer records from 1988 to 1997 within 1 year of the approval of this schedule. Records should be transferred in accordance with 36 CFR 1228.270.

NOTE: The National Archives will create a public use version of the IRR database records that with redact the following personal identifiers (data fields):

- 1) Name, 2) Social Security Number, 3) Military Service Number, 4) Date of Birth,
- 5) Telephone Number, 6) Claim Number, 7) Patient's Address, 8) Name of Examiner,
- 9) Title of Examiner, 10) Signature of Examiner, 11) Signature of Registry Physician

The Privacy Act System Notice is 69VA114, Ionizing Radiation Registry-VA.

### g. IRR Documentation

Disposition: PERMANENT. Transfer to the National Archives with the corresponding IRR Master Files (see item 1f).

### h. Backup Copies of the Master and History Datafiles

Disposition: TEMPORARY. Destroy after 2 additional backup cycles have been completed.

## 2. Gulf War Registry (GWR) Records

### a. Original Code Sheets

Disposition: TEMPORARY. File with the veteran's medical records folder.

### b. Other copies of Code Sheets

Disposition: TEMPORARY. Destroy after data from code sheets is entered into GWR's master database, scanned onto optical disk, and verified for accuracy.

### c. GWR Optical Disks

Disposition: TEMPORARY. Cut off at the end of the calendar year in which the GWR program terminates. Destroy 75 years after cutoff.

**Note:** *The VHA agrees to maintain these records in accordance with 36 CFR 1234 §§30-32 for their entire 75-year retention period.*

### d. Reports

Disposition: TEMPORARY. Destroy when 2 years old or no longer needed for administrative and program purposes.

### e. Master Data Files (copies)

Inclusive Dates: 1991 and thereafter.

Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer records to the National Archives in 5-year blocks 1 year after the cut off of the most recent records in the block. Transfer records from 1991 to 2000 within 1 year of the approval of this schedule. Records should be transferred in accordance with 36 CFR 1228.270.

NOTE: The National Archives will create a public use version of the GWR database records that with redact the following personal identifiers (data fields):

- 1) Name, 2) Social Security Number, 3) Date of Birth, 4) Telephone Number,
- 5) Patient's Address, 6) Name of Examiner, 7) Title of Examiner, 8) Signature of Examiner,
- 9) Signature of Registry Physician

A Privacy Act System Notice is being developed for the Gulf War Registry.

### f. GWR Documentation

Disposition: PERMANENT. Transfer to the National Archives with the corresponding GWR Master Files (see item 2e).

### g. Backup Copies of the Master and History Datafiles

Disposition: TEMPORARY. Destroy after 2 additional backup cycles have been completed.

### 3. Electronic mail and word processing applications

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by 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 recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal email 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.  
Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy have been produced.
- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.  
Disposition: TEMPORARY. Destroy when dissemination, revision, or updating is completed.

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file, the master file may be offered to the National Archives after the 75-year retention requirement has been met.

The Privacy Act (PA) System Notice is 69VA114, Ionizing Radiation Registry-VA.

2. Gulf War Registry Records

Public Law 102-585, Persian Gulf War Veterans' Health Status Act, authorizes VA to establish a GW (previously know as the Persian Gulf War) Veterans Health Registry. The Law also authorizes VA to provide a comprehensive medical examination to those veterans who served in the GW.

VA Form 9009A, Gulf War Code Sheet, is prepared for each veteran who has elected to participate in the GW Program. A typical code sheet contains information such as the veteran's name, Social Security Number, home address, race, ethnicity, and narrative information. A copy of the code sheet is forwarded to AAC for processing. An original code sheet is filed in the patient's medical records folder. After the code sheet data have been entered into the AAC database, the code sheets are forwarded to EAS for program review. As in the case with the IRR code sheets, MSI converts the GW code sheet information to optical disks. After conversion, the code sheets and optical disks are delivered to EAS. The optical disks are placed in a disk drive tower and the code sheets are filed in boxes.

*1<sup>st</sup> draft*

2a. Code Sheet  
**Disposition:** Temporary. Destroy after scanned onto optical disks.

2b. Optical Disk  
**Disposition:** Temporary. Destroy 75 years after the GWR Program has been terminated.

2c. Report  
**Disposition:** Temporary. Destroy after are no longer needed for administrative and program purposes.

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USE ONLY)

2d.

Master Data File

Inclusive Dates: 1991 and thereafter.

**Disposition:** Temporary/Permanent. Destroy 75 years after the GWR Program has been terminated. If personal and confidential information is redacted from the temporary master file, the master file may be offered to the National Archives after the 75-year retention requirement has been met.

2e.

Documentation

**Disposition:** Temporary/Permanent. Destroy 75 years after the GWR Program has been terminated. Transfer only if the master file is transferred to the National Archives.

A Privacy Act System Notice will be developed for GWR records.

1<sup>st</sup>  
draft