

		JOB NUMBER <i>N1-015-03-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6-16-2003</i>	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)			
3. MINOR SUBDIVISION Health Administration Center			
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch (lynsher@mail.va.gov)	5. TELEPHONE 202-273-8312	DATE <i>12-3-03</i>	ARCHIVIST OF THE UNITED STATES <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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/8/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Erenesto D. Castro	TITLE Director, Records Management Service	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

Health Administration Center Civilian Health and Medical Care (CHMC) records

The HAC Civilian Health and Medical Care Records-VA consist of records relating to health benefits provided for dependents of veterans seeking health care services at VA expense, for veterans who receive health care services at VA expense outside the United States, excluding Canada and the Philippines, and payment information related to medical examinations furnished to spouses and children of Gulf War veterans. HAC records are created for the following programs: Civilian Health and Medical Program of the Department of Veterans Affairs (CHAMPVA), Spina Bifida Healthcare Program, Children of Women Vietnam Veterans Healthcare Program, VA Foreign Medical Program, and Payments for Examinations furnished Spouses and Children of Gulf War Veterans.

Agency

N1-015-01-1

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>A typical record file includes the benefit application and eligibility information concerning beneficiaries and veterans and, if applicable, the veteran's dependents, including identifying information such as name, address, social security number, date of birth, military service information; correspondence concerning individuals; appeals; and, documents pertaining to claims for medical services, such as other health insurance information; name, address and other identifying information concerning health care providers, services provided, amounts claimed and paid for health care services, and supporting medical documentation.</p> <p>The Privacy Act System for the records listed is Health Administration Center Civilian Health and Medical Care Records - VA (54VA17)</p> <p>1. Unscanned Records: Temporary. All documents maintained in paper form.</p> <p>Disposition: Temporary. Destroy 6 years after all individuals in the record become ineligible for program benefits.</p> <p>2. Input Scanned Documents: Temporary. Paper source documents that have been scanned for electronic media storage (optical disk).</p> <p>Disposition: Destroy paper document after successfully scanned to electronic medium.</p> <p>3. Electronic Records (Master Files): Temporary. Electronic records produced from scanned documents or records received electronically (Optical disk, magnetic tape or other electronic medium).</p> <p>Disposition: Destroy 6 years after all individuals in the record become ineligible for program benefits.</p> <p>4. Output Documents: Temporary. Paper copies of documents generated from electronic files.</p> <p>Disposition: Destroy when no longer needed.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
5.	<p>Backups/Duplicate Files. Temporary. Electronic copies retained in case the master file is damaged or inadvertently erased.</p> <p>Disposition: Delete when identical records have been captured in a subsequent backup/duplicate files.</p>		
6.	<p>Documentation Records: Temporary. Data system specifications, codebooks, record layouts, data dictionaries, etc.</p> <p>Disposition: Destroy when superseded or obsolete.</p>		
7.	<p>Electronic Indexes: Temporary. Indexes used to provide access to electronic files.</p> <p>Disposition: Deleted when related files are no longer needed.</p>		
8.	<p>Electronic Mail and Word Processing Applications Records: Temporary. Electronic version of records created by electronic mail and/or word processing applications for the series contained in this schedule.</p>		
8a.	<p>Electronic mail copies that have no further administrative value after the recordkeeping copy is made. This 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.</p> <p>Disposition: Delete within 180 days after the recordkeeping copy has been produced.</p>		
8b.	<p>Word Processing Applications. Temporary. Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.</p> <p>Disposition: Delete when dissemination, revision, or updating is complete.</p>		