

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-15- <del>28</del> 10-3	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		Date received 10/15/09	
1 FROM (Agency or establishment) Department of Veterans Affairs		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Veterans Benefit Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION VR&E			
3 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
4 Alvin Bauman	(202) 461-9613	2/12/2010	[Signature]
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 needed now for the business for 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 10/9/09	SIGNATURE OF AGENCY REPRESENTATIVE [Signature] Samuel Nichols		TITLE Director of 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	1. VR&E Corporate WINRS Electronic Records <ul style="list-style-type: none"> <li>Corporate WINRS electronic records are mandatory for the program to function and to deliver the VA benefits for which VR&amp;E Service has responsibility.</li> </ul>		

**Description:** Corporate WINRS is a case management enterprise national information system with the Veterans Benefit Administration that allows Vocational Rehabilitation and Employment Service (VR&E) users to easily, efficiently, and accurately move their cases through the vocational rehabilitation process. Corporate WINRS maintains accurate information about clients and their cases, provides support to schedule and track appointments, authorize and track payments to facilities and contract service providers, and maintains a history of events for each client.

**Categories of individuals covered by the system:** Veterans who apply for vocational, rehabilitation and employment services.

**Program:** Department of Veterans Affairs, Veterans Benefit Administration

**Applicability:** Corporate WINRS is used agency-wide. However, the Office of Information Technology is responsible for maintaining the system.

**Specific Restrictions:** Corporate WINRS contains personally identifiable information. All records in Corporate WINRS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know basis in order to perform their official duties.

**Vital record:** Yes

**a. Inputs**

~~The system receives data collected from veterans, other VA or VBA electronic records such as Veterans Services Network (VETSNET), Beneficiaries Identification Records Location System (BIRLS), business partners and contractors, Department of Defense, or the Department of the Treasury.~~

~~Disposition: **TEMPORARY.** Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later.~~

~~GRS 20, Item 2a(4)~~

**b. Master File**

Types of data elements include:

Program participant's demographics (i.e. address, phone number, etc.), disability information, case status, rehabilitation plans, counseling notes, services provided, payments to facilities and vendors for services, et cetera.

Disposition: **TEMPORARY.** Destroy/delete when no longer needed for agency business.

~~c. **Outputs**~~

Forms, letters, reports.

Disposition: **TEMPORARY.** Destroy or delete when no longer needed for agency business.

GRS 20, Item 16

**d. System Documentation**

~~User Manual~~

Disposition: **TEMPORARY.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

GRS 20, Item 11a(1)