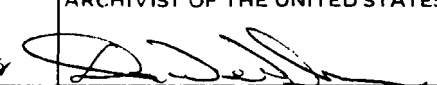



REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)				LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				JOB NO. N1-15-88-1	
				DATE RECEIVED 11-16-87	
1. FROM (Agency or establishment) Veterans Administration				NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Department of Medicine and Surgery					
3. MINOR SUBDIVISION VA Field Facilities					
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Marjorie M. Leandri			5. TELEPHONE EXT. 233-3662	DATE 2/6/88	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE					
<p>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of <u>3</u> 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.</p> <p>A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.</p>					
B. DATE 11/5/87		C. SIGNATURE OF AGENCY REPRESENTATIVE  LYNN H. COVINGTON		D. TITLE Director, Paperwork Management and Regs. Svc.	
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 GRS OR SUPERSEDED JOB CITATION	10.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>The Veterans Administration Health Professional Scholarship Program provides scholarships to individuals who are pursuing careers in certain health care professions. The records to be scheduled for disposition consist of application material that is used to determine an applicant's qualification and eligibility. This appraisal covers records in paper form and electronic medium.</p> <p>The Scholarship Program was authorized by Public Law 96-330. It was later amended by Public Law 97-251. While the Privacy Act System Notice for the records was published in the Federal Register on October 17, 1984, an amended system notice will be submitted to include disposition standards for the records.</p>				
1.	Applications of Individuals Not Selected to Receive Award				
1a.	Applications consist of VA Form 10-003-Application for Scholarship Program, letter of enrollment, evidence of registration, etc. The application includes information, such as, applicant's name, address and telephone number, name and location of educational institution, school years, expected date of degree completion, and a two-hundred word personal statement.				

Copies sent to agency
NNM, NNS
2/29/88

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO.	PAGE OF
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)
	Applications are used to determine eligibility for enrollment in the Health Professional Scholarship Program.		
1b.	Destroy by burning or shredding six months after the applicable scholarship cycle has ended.		
2.	Health Professional Scholarship Participant Folders		
2a.	<p>A Health Professional Scholarship Participant Folder is established after the application of an individual has been approved. Folders contain VA 10-003, Application for Scholarship Program, copies of Scholarship Program contracts, correspondence to and from participant, copies of registered nurse licensure, academic degree transcript, word processor/computer printout of participant's profile and financial record, Request for Personnel Action (VA Form 5-4652), and other VA personnel forms, if applicable. Folders are filed and retrieved alphabetically by participant's name.</p> <p>While the record information is stored electronically in the Automated Data Processing Participant Files, the Health Professional Scholarship Program Folders are the official files.</p>		
2b.	Destroy by burning and shredding five years after termination of the participant's service obligation, or five years after participant's premature termination from the program, or five years after date of the participant's default, whichever is applicable.		
3.	Automated Data Processing Participant Files		
3a.	Automated Data Processing (ADP) Participant Files (electronic disc), master and transaction, are comprehensive data base files used to store information and to monitor recipients' performance throughout their participation in the Health Professional Scholarship Program. Record information includes applicants' names, social security numbers, addresses, and other information related to recipients participation in the program. Record information is stored, indexed, and retrieved according to recipient names and social security numbers. The files are used to generate individual participant profiles, routine printouts, and special purpose printouts produced on an as needed basis. Printouts are filed in the Health Professional Scholarship Program Folders.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NO.

PAGE

OF

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)

The Scholarship Program records are similar to those at the Austin Data Processing Center (DPC) to the extent required to make benefit payments i.e., stipends to participants, and tuition and fee payments participants' names, addresses, social security numbers, and information relevant to school billing. Data are kept current by the Scholarship Program and provided to the Austin DPC. Personnel and Accounting Integrated Pay Data System (PAID) data are merged with Scholarship Program data to permit tracking of participants while they are in service obligation at VAMCs, continue in VA employment, resign, or may be used to collect indebtedness owed VA arising from scholarship award.

3b. Master Files - Records of selected participants are to be deleted five years after termination of participant's service obligation, or five years after participant's premature termination from the program, or five years after date of the participant's default, whichever is applicable.

3c. Transaction Files - Dispose of after three or more update cycles pursuant to GRS 20, Part II, Item 4.

NOTE: Magnetic tape maintained at the Austin DPC should be destroyed in accordance with the Office of Information Systems and Telecommunications (OIS&T) Record Control Schedule 30-1.