

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | LEAVE BLANK (NARA use only) | |
|---|--|---|----------------------------------|
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER NI-015-94-2 | |
| 1. FROM (Agency or establishment) Department of Veterans Affairs (VA) | | DATE RECEIVED 7-15-94 | |
| 2. MAJOR SUBDIVISION Veterans Health Administration (VHA) | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 3. MINOR SUBDIVISION VA Field Facilities | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER <i>Michael F. Boyce</i> Marjorie M. Leandri | 5. TELEPHONE 535-8275 233-5450 | DATE <i>for</i> ARCHIVIST OF THE UNITED STATES 11/27/94 <i>James M. Boyce</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 6/28/94 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Donald L. Nelson</i> | TITLE Director, Records Management Service (723) | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1. | Operation Log File The file consists of information to indicate the type of operation, date, patient's name, surgeon, assistant scrub nurse, sponge count, anesthetist, agent, method, preoperation and postoperation diagnoses, complications, and other information. Disposition: Destroy after 20 years. | NC 15-76-11 and RCS 10-1, item 112-1 | |
| 2. | Schedule of Operation File The file contains daily workload data consisting of the date the surgery was performed, members of the surgical and nursing teams, and other information pertaining to the surgery of a patient. Disposition: Destroy after 3 years. This SF 115 provides for the records to be retained either in hard copy (paper) or electronic form. Regardless, of the record medium, the records are to be retained until expiration of their retention requirements. NOTE: Duplicate files are to be destroyed when no longer needed for reference purpose. | 350-S-30 and RCS 10-1, item 112-2 | |

Copies sent to agency, NNT 2/7/95