

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

10 items

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
VETERANS ADMINISTRATION
2. MAJOR SUBDIVISION
DEPARTMENT OF MEDICINE AND SURGERY
3. MINOR SUBDIVISION
NUCLEAR MEDICINE SERVICE - FIELD FACILITIES

4. NAME OF PERSON WITH WHOM TO CONFER
W. F. HARRISON, Chief Records Mgmt.

5. TEL. EXT.
148-3662

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUL 20 1976	JOB NO. NC1 - 15-76-28
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 stamped "disposal not approved" or "with-drawn" in column 10.	
Date SEP 10 1976	<i>James B. Rhoads</i> Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7/14/76
(Date)

Blake E. Turner
BLAKE E. TURNER
(Signature of Agency Representative)

Assistant Administrator for
Planning and Evaluation
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>NUCLEAR MEDICINE LICENSE FILE</u> This records series contains licenses issued, by the Nuclear Regulatory Commission, to each VA hospital that meets the qualification standards for a nuclear medicine program. It also contains the application used to request permission to use radioactive material in the practice of nuclear medicine. The license permits each approved VA hospital to use radioactive material for diagnostic, therapy, research and teaching purposes. <i>Destroy</i> Dispose of 5 years after the license has expired or has been cancelled.		
2.	<u>NUCLEAR SCAN FILE</u> This records series contains nuclear scans used to confirm or establish a diagnosis, supplement initial findings and to provide information at desired intervals for medical comparison purposes. The scans are also used for research and teaching purposes. <i>Destroy</i> Dispose of 10 years after date of latest scan in the folder or jacket. EXCLUDING: Those scans of special interest or having exceptional teaching value which are selected for filing in the Nuclear Scan Teaching File and those scans used or proposed for use in active research projects or cooperative studies.		
3.	<u>NUCLEAR SCAN ALPHABETICAL INDEX FILE</u> This records series is an alphabetical cross index to the Nuclear Scan File which are maintained numerically by		

Copy to Agency 9-13-76 AD

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Social Security Numbers.</p> <p><i>Destroy</i> Dispose of when scans to which they pertain are disposed of and after they have been transferred to the Nuclear Scan Teaching File.</p>		
4.	<p><u>NUCLEAR SCAN TEACHING FILE</u></p> <p>This records series consists of nuclear scans selected for their special interest or exceptional teaching value. It is limited to those scans which have a high degree of instructional value.</p> <p><i>Destroy</i> Dispose of scans no longer of value for teaching and educational purposes, providing the retention requirements of the Nuclear Scan File have been met.</p>		
5.	<p><u>NUCLEAR SCAN PATHOLOGICAL INDEX FILE</u></p> <p>This is an entity card file, indexing special and interesting nuclear scans, normal and abnormal. They are used for medical reference, research and teaching purposes.</p> <p><i>Destroy</i> Dispose of when no longer of medical reference value or when card is replaced.</p>		
6.	<p><u>RADIATION MONITORING FILE</u></p> <p>All employees working in areas containing radioactive material are required to wear or carry monitoring equipment designed to measure the dosage of radiation received. These devices are used to warn against overexposure to radiation, extent of overexposure if any, and to assure that prescribed safety measures are being used to avoid radiation exposure.</p> <p><i>Destroy when</i> Dispose of after 30 years. <i>old.</i></p>		
7.	<p><u>PATIENT THERAPY FILE</u></p> <p>This records series contains records of courses of treatment, therapy summaries, progress notes, therapeutic doses of radiopharmaceuticals received, and technical factors applied. They are used to carry out a planned course of treatment, as well as for treatment and research purposes. The records are also valuable in assuring that the doses of radioactive material a patient receives is within acceptable limits.</p> <p><i>Destroy</i> Dispose of 10 years after patient is no longer under treatment or follow-up care.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><u>RADIOACTIVE MATERIAL INVENTORY AND CONTROL FILE</u> This records series contains inventory and control records used to account for all radioactive material on hand, by individual type, date received, method of distribution and disposition.</p> <p><i>Destroy</i> Dispose of after inspection by the Nuclear Regulatory Commission.</p>		
9.	<p><u>INSPECTION, TEST AND SURVEY FILE</u> This records series contains surveys, inspections and tests of radiographic exposure devices, survey instruments and storage containers. They are conducted to insure that each radiation survey instrument is properly calibrated; to determine whether radiographic exposure devices and storage containers are functioning properly; and to detect possible leaks in equipment and containers housing radioactive material. The surveys, inspections and tests are conducted at prescribed intervals under conditions dictated by Nuclear Regulatory Commission policies.</p> <p><i>Destroy</i> Dispose of after three years and after inspection by the Nuclear Regulatory Commission.</p>		
10.	<p><u>NUCLEAR MEDICINE REPORTS FILE</u> This records series contains reports of accidents or incidents which may cause or threaten to cause over-exposure to radioactive material; reports of exposure to radioactive material; and any other report required by the Nuclear Regulatory Commission. These reports are submitted to the Nuclear Regulatory Commission and to the Nuclear Medicine Service in Central Office.</p> <p><i>Destroy when</i> Dispose of after 30 years <i>sld.</i></p> <p>Prior to disposal of these records, consideration will be given to the moratorium on disposal of ADP records, pending outcome of the Federal antitrust suit against IBM.</p>		