

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Veterans Administration

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. TEL EXT
389-3662

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 5/17/84	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Marjorie M. Leandri</i> LEONARD R. BOURGET	E. TITLE Actg. Director, Paperwork Mgt. and Regs. Svc.
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Appraisal of Audiology and Speech Pathology Records This record series consist of Audiology and Speech Pathology records of patients with speech, language and hearing impairments and is used for property accountability and treatment for veterans. Since all of these records are not disposable at the same time, this request has been subdivided.	DM&S	
1.	Hearing Aid Loaner File		
1a.	The Hearing Aid Loaner File is used to maintain the hearing aid stock replacement records and hearing aids that are issued as loaners to veterans listed by manufacturer brand and model. Temporary.		
1b.	Destroy after one calendar year.		
2	Hearing Aid Battery Records		
2a.	The Hearing Aid Battery Record provides the dates of hearing aid battery requests from Denver, CO, the time that they are received, battery type, etc. Temporary.		

115-107

No more Data Change Requested.
Agency Sent 6-26-84 by DMW.

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JOB NO

NCI-15-84-14

DATE RECEIVED

5/24/84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6/6/84
Date

[Signature]
Archivist of the United States

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2b.	Destroy after one calendar year.		
<u>3.</u>	Equipment Charge-Out File.		
4.	The Equipment Charge-Out File maintains a record of equipment charged out to veterans by date. Temporary.		
3b.	Destroy after equipment is returned.		
<u>4.</u>	Clinical Appointment Schedule		
4a.	The Clinical Appointment Schedule is used to keep a daily record of appointments for both Audiology and Speech Pathology patients. The Joint Commission on Accreditation of Hospitals requires that the Clinical Appointment Schedule be maintained for a least two years.		
4b.	Destroy after two years.		
<u>5.</u>	Hearing Aid Inventory File.		
5a.	The Hearing Aid Inventory File consists of semi-annual hearing aid inventories. Temporary.		
5b.	Destroy after one calendar year.		
<u>6.</u>	Clinical Audiology and Speech Pathology Folder File.		
6a.	The Clinical Audiology and Speech Pathology Folder File consists of case histories, recording sheets, copies of reports, treatment and progress notes and other related treatment material, Temporary. <i>filed alphabetically by audiology and speech pathology categories. Temporary. *</i>		
6b.	Destroy after 5 years and basic <i>after</i> audiology data on rating examinations are transferred to the Audiology Accumulative Record File after the 5 year period. <i>and summary of the treatment has been filed in the patient's medical treatment folder. *</i>		
<u>7.</u>	Audiology Accumulative Record File		
7a.	The Audiology Accumulative Record File consists of copies of audiology results obtained for rating examinations. Temporary.		
7b.	Destroy after nine years.		

June 1984
Jm