

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-15-00-4	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9-18-00	
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Veterans Health Administration (VHA)			
3. MINOR SUBDIVISION VHA Headquarters and Health Care Facilities			
4. NAME OF PERSON WITH WHOM TO CONFER Sherwin Lynch (lynsher@mail.va.gov)	5. TELEPHONE 202-273-8312	DATE 4-16-01	ARCHIVIST OF THE UNITED STATES John W. Carl
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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 9/11/2000	SIGNATURE OF AGENCY REPRESENTATIVE Donald L. Neilson	TITLE Director, Information Management Service	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

The Department of Veterans Affairs Disaster Emergency Medical Personnel System (DEMPS) is to be used by the Emergency Management Strategic Healthcare Group (EMSHG) primarily in times of national emergencies caused by catastrophic events. This system may also be used to respond to internal emergencies occurring within VA Veterans Integrated Service Networks (VISNs).

1. DEMPS records pertain to VA employees, full-time and part-time, who have applied for participation in DEMPS and are considered for deployment as health care providers primarily in times of national emergencies in response to domestic disasters resulting from natural and technological hazards, terrorist attacks, and the employment of nuclear, biological, and/or chemical weapons of mass destruction.

DEMPS information includes the employee's full name, social security number, facility and Veterans Integrated

Agency number

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

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	OF

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1a.	<p>Service Network (VISN) assignment, facility address and phone number, home address and phone number, emergency contact and phone number, professional/job series, grade, specialty, current job assignment, description of advanced degree/certification (if any), physical limitations (if any), prior experience in disaster response (if any), specialized training, related military medical training, other relevant training and dates, and other information related to the employee's participation in DEMPS.</p> <p>The Privacy Act System Notice for DEMPS is VA 98VA104A.</p> <p>The description applies to items 1a. through 1f.</p> <p>INPUT Paper records</p> <p>Disposition: Destroy after converted to an electronic medium.</p>		
1b.	<p>OUTPUT Microfilm</p> <p>Disposition: Destroy when no longer needed for administrative, legal, or operational purposes.</p>		
1c.	<p>DATABASE Magnetic tape, disk, or other electronic medium</p> <p>Disposition: Delete/Destroy when program officials determine that they are no longer needed for administrative, legal, or operational purposes.</p>		
1d.	<p>Backup files</p> <p>Disposition: Delete when the original files have been deleted, or when replaced by subsequent backup files.</p>		
1e.	<p>Output records extracted from electronic files (This item consists of Information/data extracted from electronic files, e.g., reports, printouts of specific data.</p> <p>Disposition: Delete when it is determined that they are no longer needed for administrative or operational purposes.</p>		
1f.	<p>DOCUMENTATION Data system specifications, codebooks, etc.</p> <p>Disposition: Destroy when superseded or obsolete.</p>		

1g. Electronic Copies created on electronic mail and word processing systems.

a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Disposition: DELETE within 180 days after the recordkeeping copy has been produced.

b) Copies used for dissemination, revision or updating that are maintained in addition to the recordkeeping copy.

Disposition: DELETE when dissemination, revision, or updating is complete.