

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-15-11-2	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 12/8/10	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Benefit Administration (VBA)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Palmer	5 TELEPHONE NUMBER 336-714-5939	DATE 11 Jan 11	ARCHIVIST OF THE UNITED STATES 
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 <u>2</u> page(s) are not needed now for the business for 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 12/3/10	SIGNATURE OF AGENCY REPRESENTATIVE  Martin L. Hill		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	VA Item Number 08-065 000  <b>Beneficiary Identification and Records Locator System (BIRLS) automated files</b>  <b>Description:</b> Electronic files documenting information related to Veterans and their survivors. Files may contain 1) identifying information, (2) military discharge information, (3) date of death, (4) VA claims and insurance file numbers, (5) records location and (6) cross-references to beneficiaries of a Veteran and to other names used by the Veteran  Identifying information may include the following concerning the Veteran: full name, social security number, service number, date of birth, entry and release from active duty, character of service, and branch of service. Military discharge information may include sex, total amount of active service, the dollar amount of readjustment or severance pay, number of nonpaydays, pay grade, narrative reason for separation and information on whether the Veteran was discharged with a disability, served during the Vietnam Conflict, reenlisted in the military service, or received a Purple Heart award	Administrative approval as a non-record 1/15/1974	

**Program:** Veterans Benefit Administration (VBA),  
Compensation and Pension Service (CPS)

**Applicability:** The system is maintained at the VA's  
Information Technology Center in Austin, Texas but used  
agency-wide

**Specific Restrictions:** BIRLS contains personally  
identifiable information All records in BIRLS are protected  
from unauthorized access through appropriate  
administrative, physical, and technical safeguards The  
safeguards include restricting access to those with a need-  
to-know to perform their official duties, using permanent ID  
and password

**Vital record:** Yes

**a. Inputs**

The system receives information from induction centers,  
DD214's (updating exit from the service), regional claims  
offices, family members on occasion, and the Department  
of Defense

Disposition **TEMPORARY.** Destroy after the information  
has been converted to an electronic medium and verified,  
when no longer needed for legal or audit purposes or to  
support the reconstruction of, or serve as a backup to, the  
electronic records, whichever is later

**b. Master File**

Types of data elements include

- 1 Name (first, middle, last), social security number,  
service number, date of birth, entry and release  
from active duty, character of service, branch of  
service, sex, total amount of active service, the  
dollar amount of readjustment or severance pay,  
number of non-paydays, pay grade, narrative  
reason for separation and information on whether  
the veteran was discharged with a disability,  
served during the Vietnam Conflict, reenlisted in  
the military service, or received a Purple Heart  
award
- 2 Military discharge information
- 3 Date of death
- 4 VA claims and insurance numbers
- 5 Records location
- 6 Cross references to beneficiaries of a veteran and  
to other names used by the veteran

Disposition **PERMANENT.** Transfer simultaneously to  
the National Archives an extracted copy covering those  
persons whose inactive files were transferred to the  
National Archives (see N1-15-10-6) The transfer shall be  
made according to the NARA transfer requirements in  
place at the time as specified under 36 CFR 1228 270

GRS 20, Item 2a(4)

	<p><del>c. <b>Outputs</b></del></p> <p>The system produces various batch extracts and ad hoc reports</p> <p>Disposition <b>TEMPORARY</b>. Destroy/Delete when no longer needed for agency business</p> <p><del>d. <b>System Documentation</b></del></p> <p>Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium), relating to a master file, database, or other electronic records</p> <p>Disposition <b>PERMANENT</b>. Transfer to the National Archives with the permanent electronic records to which the documentation relates (see Item 1b above)</p> <p><del>e. <b>System Backups</b></del></p> <p>Electronic copy considered by VA to be a Federal record, of the master copy of an electronic record or file and retained in case the master file is damaged or inadvertently erased</p> <p>Disposition <b>TEMPORARY</b>. Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied</p>	<p>GRS 20, Item 16</p> <p>GRS 20, Item 11a(2)</p> <p>GRS 20, Item 8a</p>	
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