REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-15-82-7
DATE RECEIVED April 6, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
Dec 8, 82 Date — Robert M. Warner, Archivist of the United States

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 (004A3)

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2-10-82	Maureen diNunzio	Director, Information & Regulations Staff

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Research and Development Activities Folder File The Research and Development Activities Folder File is compiled and maintained in the office of the Assistant Chief Medical Director (ACMD) for Research and Development and assigned services - Medical Research, Health Services Research and Development, and Rehabilitative Engineering Research and Development. The folder contains medical research proposals submitted by VA field facilities to VACO for approval and funding. Specifically, the information will consist of description of the proposed project, recommended method, time needed for completion, funding requirements, the approval or disapproval recommended by the particular Merit Review Board evaluating the project, and documentation of the research as it progresses. Additionally, the folder contains site visit reports, committee reports, and general information pertaining to the Research and Development Departments at each applicable field facility. [redacted] Microfilming original files is requested to relax space problems. A micrographics feasibility study was accomplished in accordance with VA Manual MP-1, Part II, Chapter 7, and is attached for additional information. Files created after that will be microfilmed after 5 years. Paper originals will be destroyed by shredding after accuracy and quality of fiche are assured.		3 Memo

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Closed out: 12-14-82: cm
Copies to NNM, NNB & Agency

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
	Required inspection of microfilm will be completed at least once every two years as required by 41 CFR 101-11.506-2. "This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506-3."		
	<u>Retention and Disposition</u>		
	"1. Hardcopy. Temporary. Destroy after conversion to microfilm and after verification that the microfilm is an adequate substitute for the hardcopy records.		
	"2. Microfilm.		
	"(a) Master and one positive copy. PERMANENT. [redacted] Retire immediately to Washington National Records Center (WNRC). [redacted] Offer to NARS when 30 years old. *		
	"(b) Reference copy. Temporary. Retain in originating office. [redacted] Destroy when no longer needed for reference purposes.		
	* Microfilming will be in 5 year blocks. Offer date will be based on date of latest records.		

115-203 Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Disposition standards amended per telecon J. McMenamin & J. Wallace, 11/10/82.

GPO : 1975 O - 579-387

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-15-82-7
DATE RECEIVED April 6, 1982
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
Dec 7, 82 — Date; Robert M. Warner — Archivist of the United States

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 (004A3)

5. TEL EXT: 389-3662

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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☐ A Request for immediate disposal.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
2-10-82	Maureen diNunzio	Director, Information & Regulations Staff

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Research and Development Activities Folder File The Research and Development Activities Folder File is compiled and maintained in the office of the Assistant Chief Medical Director (ACMD) for Research and Development and assigned services - Medical Research, Health Services Research and Development, and Rehabilitative Engineering Research and Development. The folder contains medical research proposals submitted by VA field facilities to VACO for approval and funding. Specifically, the information will consist of description of the proposed project, recommended method, time needed for completion, funding requirements, the approval or disapproval recommended by the particular Merit Review Board evaluating the project, and documentation of the research as it progresses. Additionally, the folder contains site visit reports, committee reports, and general information pertaining to the Research and Development Departments at each applicable field facility. [redacted] ~~Microfilming original files is requested to relax space problems. A micrographics feasibility study was accomplished in accordance with VA Manual MP-1, Part II, Chapter 7, and is attached for additional information. Files created after that will be microfilmed after 5 years. Paper originals will be destroyed by shredding after accuracy and quality of fiche are assured.~~		3 Years

5-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Closed out: 12-14-82: cm
Copies to NNM, NNB + Agency

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

Required inspection of microfilm will be completed at least once every two years as required by 41 CFR 101-11.50~~1~~-2. "This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506-3."

Retention and Disposition

~~"1. Hardcopy. Temporary. Destroy after conversion to microfilm and after verification that the microfilm is an adequate substitute for the hardcopy records.~~

"2. Microfilm.

"(a) Master and one positive copy. PERMANENT. [redacted] Retire immediately to Washington National Records Center (WNRC). [redacted] Offer to NARS when 30 years old. *

"(b) Reference copy. Temporary. Retain in originating office. [redacted] Destroy when no longer needed for reference purposes.

1. Hardcopy. Permanent. Close Research and Development Activities Folder file at the conclusion of the Research and Development project. Cut off closed files at the end of fiscal year. Transfer to NARA in 5 year blocks 30 years after cut-off.

September 7, 2005. Per e-mail with Mr. Sherwin Lynch, VHA. Veterans Health Administration, Department of Veterans Affairs, is no longer microfilming these records.

James G. Cassedy
James G. Cassedy
NWML
October 4, 2005

* Microfilming will be in 5 year blocks: offer date will be based on date of latest records.

Disposition standards amended per telecon J. McMenamin & J. Wallace, 11/10/82.

GPO : 1975 O - 579-387

REQUEST FOR DISPOSITION AUTHORITY
(See instructions on reverse)

JOB NO
NC1-15-81-17

DATE RECEIVED
February 18, 1981

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

3-30-81
Date

Archivist of the United States

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.
389-3663

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12-19-80	Maureen di Nunzio Mrs. Maureen diNunzio	Director, Management Services (60)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Merit Review Board Library File - This is a Medical Research Service (151) folder in the Veterans Administration, Department of Medicine and Surgery. The file contains documentations of evaluation decisions made by a board of qualified experts reviewing research proposals in their area of specialty. For example, a board of selected endocrinologist will evaluate a research proposal in endocrinology; oncologist for tumors, etc. Specifically, the file will contain such information as investigator's name, specialty, academic affiliation, type of project, duration of project, name of medical center, funding information and comments by individual board members. Retention - A 12-year retention period is requested because the files are continually referred to for comparison with other present		

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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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
	and past proposals. Also, the individual board members are appointed for five (5) year periods that necessitates a retention long enough to cover the period of at least two cycles plus two years. Merit Review Board Library File Disposition: Destroy when 12 years old Signed DONALD L. CUSTIS, M.D. Chief Medical Director		[Amended by F. Lane Moore per Gohn McMenamin 3/3/81]

Four copies, including original, to be submitted to the National Archives

16—59425-1 GPO

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