

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Veterans Affairs (VA)

2. MAJOR SUBDIVISION
Veterans Health Administration (VHA)

3. MINOR SUBDIVISION
Field Facilities

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE
Sherwin Lynch. (202) 273-8312

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-15-983

DATE RECEIVED
6-23-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 7-27-99 ARCHIVIST OF THE UNITED STATES
[Signature]

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,

is not required; is attached; or has been requested.

DATE 3/30/98 SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]* TITLE Director, Information Management Service
Donald L. Neilson

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This schedule provides disposal instructions for Health Eligibility Center Records</p> <p>The Privacy Act System Notice is 89VA161, Means Test Verification Records.</p> <p>HEC records consist of paper and electronic records of veterans who have applied for medical benefits at VA health care facilities, including data on the veterans' spouses. The records contain identifying information including name, address, date of birth, Social Security Number, current eligibility category, family information, including spouse and dependent(s) name, address, Social Security Number; employment information on veteran and spouse including occupation, employer(s) name(s) and address(es); financial information including family income, assets, expenses, debts; and third-party health plan contract information including health insurance carrier name and address, policy number and time period covered by the policy; facility location(s) where treatment is provided, type of treatment provided, i.e., inpatient or outpatient, and length of stay or number of visits. Documents generated</p>		

[Handwritten notes] Agency, NR, NVAWA, NVMW

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as a result of income verification by computer match with records from Internal Revenue Service (IRS) and the Social Security Administration (SSA) and during the notification, verification and due process periods including initial verification letters, income verification forms, income difference/final letters, non-receipt/final letters, final confirmation letters, confirmation/due process letters, non-receipt confirmation letters, clarification letters, and all subpoena documentation. All forms of individual correspondence generated during the process or provided to HEC by match participants include, but is not limited to, copies of death certificates; discharge certificates; DD214, Notice of Separation; disability award letters; IRS documents (i.e., form 1040's, W-2's, etc.); State Welfare and Food Stamp applications; VA and other pension applications; VA forms 10-10, Application for Medical Benefits, and 10-10F, Financial Worksheet; workers compensation forms; and various annual earnings statements as well as pay stubs.

1. /

Paper Records.

DISPOSITION: Destroy after they have been accurately scanned onto optical disks.

2.

Optical Disks or other Electronic Medium

DISPOSITION: Delete when all phases of the veteran's appeal rights have ended (ten years after the income year for which the means test verification was conducted).

3.

Tapes (Received froms SSA and IRS)

DISPOSITION: Destroy 30 days after the data have been validated as being a true copy of the original data.

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USE ONLY)

4.

Summary Reports and Other Output Records

DISPOSITION: Destroy when no longer needed
for current operation.

Note: Depending on the record medium, records
are to be destroyed by either shredding or degaussing.
Regardless of record medium, no record will be
retired to a Federal records center.