

Agency / Office	Description of Records	Disposition Authority Number (DAN)	Cut-off	In Office Retention	Records Center Retention	Total minimum Retention	Designation
Veterans Affairs, Dept Of - Office# 100	Advisory Committee Correspondence with the Governor's Office Documents correspondence to and from the Governor's Office which informs the Governor of concerns of veterans organizations located throughout the state.	83-06-32061 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 100	Advisory Committee Minutes Provides a record of minutes of monthly meetings between the Advisory Committee and the Director's office.	83-06-32063 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 100	Advisory Committee Nominations and Appointments Documentation Provides a record of nominations from the appropriate veterans organizations State Commmander and appointments to the Advisory Committee by the Governor.	83-06-32062 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 200	Veterans Bonu,s Korean War Period, Index to Claims (microfiche) Access/reference key to claims files.	79-MF-22190 Rev.0	Calendar Year	900 Months	0 Months	75 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Korean War Period, Claims (microfilm) Claims from eligible veterans for payment of Korean War bonus.	79-MF-22189 Rev.0	Calendar Year	84 Months	816 Months	75 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Korean War Period, Index to Claims (microfiche) Access/reference key to claims files.	79-MF-22191 Rev.0	Calendar Year	84 Months	816 Months	75 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Korean War Period, Index to Claims (on cardstock) Access/reference key to claims files.	79-03-22192 Rev.0	Calendar Year	84 Months	0 Months	7 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Vietnam War Period, Claims (hard copy, original) Claims from eligible veterans for payment of Vietnam War bonus.	79-03-22194 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Vietnam War Period, Claims (microfilm) Claims from eligible veterans for payment of Viet Nam War bonus.	79-MF-22193 Rev.0	Calendar Year	12 Months	888 Months	75 Years	Archival OPR

Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, Vietnam War Period, Index to Claims (on cardstock) Access/reference key to claims files.	79-03-22195 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, World War II Period, Claims (microfilm) Claims from eligible veterans for payment of World War II bonus.	79-MF-22186 Rev.0	Calendar Year	84 Months	816 Months	75 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, World War II Period, Index to Claims (microfiche) Access/reference key to claims files.	79-MF-22188 Rev.0	Calendar Year	84 Months	816 Months	75 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 200	Veterans Bonus, World War II Period, Index to Claims (microfiche) Access/reference key to claims files.	79-MF-22187 Rev.0	Calendar Year	900 Months	0 Months	75 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 220	Work Study Program Applications/Agreements Provides a record of applications submitted to the Agency and a letter of agreement between the agency and the student concerning part-time employment with the with the Agency. Transfer to Olympia Service Center #440. 02/06	83-06-32077 Rev.0	Termination of Contract	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 220	Work Study Program Correspondence Documents correspondence to and from the Veterans Administration regarding the Work Study Program for full-time college student currently receiving veterans benefits who are currently employed by the Department of Veterans Affairs. Transferred to Olympia Service Center #440. 02/06	83-06-32076 Rev.0	Fiscal Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 240	Client Money Market Fund Transactions Provides a listing of amounts of individual client contribution into an aggregate account.	83-06-32120 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 240	Client Personal Data File Provides a record of personal data on an individual basis regarding medical, food, clothing and shelter needs of the client.	83-06-32118 Rev.0	Removal from program or death of veteran	24 Months	48 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 240	Client Time Certificate Deposit Account Transactions Provides a listing of amounts of individual client contribution into an aggregate account.	83-06-32119 Rev.0	Fiscal Year	24 Months	48 Months	6 Years	Non-Archival OPR

Veterans Affairs, Dept Of - Office# 240	Guardianship Client Balance Sheets Provides a detailed breakdown of client's earnings and disbursements on an individual basis.	83-06-32123 Rev.0		24 Months	48 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 240	Guardianship Receipts and Disbursements Journal Provides a summary of all receipts and disbursements for clients.	83-06-32122 Rev.0		24 Months	48 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 240	U. S. Fiduciary Income Tax Return (Federal Form 1041, Schedule K-1) Provides a record of interest earned on time certificate deposits and money market fund account as reported to the Internal Revenue Service.	83-06-32121 Rev.0	Fiscal Year	12 Months	36 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 300	Appointment Changes Report D2025 Provides data on daily transactions relating to payroll, insurance, deductions and employment status with the agency	83-06-32108 Rev.0	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 300	Employee File Change Report D2030 Provides a record of personnel actions in a batch; shows what data is to be changed and the employee's record after the information is updated	83-06-32107 Rev.0	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 300	Leave Transaction Edit Report M2210 Documents all the activity that was submitted via the Monthly Attendance Report (P-5)	83-06-32091 Rev.0	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 300	Payroll Transaction Register (D2020) Provides a record for each personnel and payroll action submitted for processing	83-06-32106 Rev.0	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 300	Position File Change Report D2070 Provides a record of the position action(s) processed in a batch	83-06-32109 Rev.0	Calendar Year	24 Months	36 Months	5 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 400	Certificate of Release or Discharge from Active Duty Forms (DD214, Copy 6) Provides an individual record of veterans who have been discharged from the military who have listed the State of Washington as their mailing address after separation. Transfer to Olympia Field Office #440. 02/06	83-06-32090 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM

Veterans Affairs, Dept Of - Office# 420	Individual Client Files Provides a chronological record of Veterans Administration claims as processed through the Field Office. Transfer to Seattle Field Office #430. 02/06	83-06-32133 Rev.0	Action of Claim Resolved	24 Months	48 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 420	Personal Data Cards Provides an index card for reference of all actions taken between a client and the Veterans Administration. Transfer to Seattle Field Office #430. 02/06	83-06-32134 Rev.0	Removal from Program or Death of Veteran	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 420	Veterans Services Report Provides a monthly record of contacts and claims made with veterans regarding benefits they are entitled to receive from the Veterans Administration. Transfer to Seattle Field Office #430. 02/06	83-06-32135 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 430	Individual Client Files Provides a chronological record of VA claims as processed through the Field Office. Transfer to Seattle Field Office #430. 02/06	83-06-32141 Rev.0	Action on Claim Resolved	24 Months	48 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 430	Personal Data Cards Provides an index card for reference of all actions taken between a client and the Veterans Administration. Transfer to Seattle Field Office #430. 02/06	83-06-32142 Rev.0	Removal from program or death of veteran	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 440	Client Case File Records Contains records of actions taken in behalf of individual clients	81-12-29360 Rev.0	Fiscal Year	60 Months	0 Months	5 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 440	Individual Client Files Provides a chronological record of Veterans Administration claims as processed through the Field Office.	83-06-32129 Rev.0	Action on Claim Resolved	24 Months	48 Months	6 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 440	Personal Data Card Contains client identification data from disposed client case file records.	81-12-29361 Rev.0	None Listed	900 Months	0 Months	75 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 440	Personal Data Cards Provides an index card for reference of all actions taken between a client and the Veterans Administration.	83-06-32130 Rev.0	Removal from program or death of veteran	24 Months	0 Months	2 Years	Non-Archival OFM

Veterans Affairs, Dept Of - Office# 440	Veterans Services Report Provides a monthly record of contacts and claims made with veterans regarding benefits they are entitled to receive from the Veterans Administration.	83-06-32131 Rev.0	Calendar Year	12 Months	0 Months	1 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 450	Individual Client Files Provides a chronological record of Veteran Administration claims as processed through the Field Office. Transfer to Seattle Field office #430. 02/06	83-06-32137 Rev.0	Action on Claim Resolved	24 Months	48 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 450	Personal Data Cards Provides an index card for reference of all actions taken between a client and the Veterans Administration. Transfer to Seattle Field Office #430. 02/06	83-06-32138 Rev.0	Removal from program or death of veteran	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Account Card Files Provides a running account of all monies received by individual member, including benefits from Social Security and Veterans Administration (8 x 11 cards, Burroughs business Form)	83-06-32007 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Automobile Liability Insurance Files Provides a record of insurance policy and related material pertaining to current insurer.	83-06-32008 Rev.0	TOCP	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Benefit Fund Records Provides a record of donated services and/or monies for personal activities of the members.	83-06-32022 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Cemetery Record Files Provides a record by name, location and date interred, and application for reservation of grave site.	83-06-32016 Rev.0	Death of Member	60 Months	0 Months	5 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 510	Daily Meal County Files Documents the number of persons at meal time and how meal was paid.	83-06-32009 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Deceased Patient/Members Unclaimed Property Files Provides a record by logs, receipts and correspondence relating to deceased members' unclaimed property.	83-06-32004 Rev.0	Death of Member	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Employee/Resident Incident and Accident File Provides a record of incidents and accidents on Home grounds by members or employees.	83-06-32012 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Non-Archival OFM

Veterans Affairs, Dept Of - Office# 510	Evaluation Questionnaires Provides a tabulation of each member's evaluation documenting his or her treatment at the Home.	83-06-32006 Rev.0	Calendars Year	36 Months	12 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Local Donation Files Provides a record of items donated by individuals or organizations, and letters of appreciation.	83-06-32013 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Medical and Legal Services Contracts Documents contractual agreements between various medical and legal services which benefit the residents of the Home; i. e., dietician, podiatrist, physical therapist, etc.	83-06-32018 Rev.0	Termination of Contract	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Member Council Files Provides a record of minutes of Member Council meetings authorizing expenditures from Benefits and Revolving Funds.	83-06-31994 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 510	Member Locator and/or Register Files Provides an alphabetical card file record of present/former members containing member data; records member's name and number assigned.	83-06-32017 Rev.0	Removal from Program or Death of Vteran	60 Months	0 Months	5 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 510	Member Sign Out Files Provides a record of member's destination when leaving the grounds and time of return.	83-06-32014 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Monthly Report of Out-patient Services Provides a record of total outpatient services tendered by physical therapy, physical therapy, [sic] physician, occupational therapy, podiatry/audiology care and nursing service.	83-06-32003 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Morning Report File Provides a record of the number of members present, absent by location, total membership, and verification of memberss physical presence.	83-06-32015 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Notice of Violation of Rules Provides a record of violation of rules and disciplinary action taken within the Home.	83-06-32011 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Non-Archival OFM

Veterans Affairs, Dept Of - Office# 510	Patient-Member Record Folder Files Provides a record of approved application for admmission to the Home. See paper copy for complete description.	83-06-32002 Rev.0	Removal from Program or Death of Veteran	48 Months	24 Months	6 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 510	Patient/Member Personal Fund Provides a record of individual members' current financial status.	83-06-32023 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Post Exchange Fund Provides a record of funds used for operation of the Post Exchange	83-06-32020 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Rejected Applications File Provides a record of application for admission to the Home that are disapproved and relater correspondence.	83-06-32001 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 510	Revolving Fund Contracts Provides a record of members' excess income turned over to the Home; monies are used for operational expenses, i.e., transportation, recreation, etc.	83-06-32019 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Transmittal Fund Records Provides a record of federal monies which are pass through funds to the State Treasurer	83-06-32021 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 510	Veterans Administration Report Files- Statistical information pertaining to members; notification of type of care authorized for member.	83-06-31999 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 540	Controlled Drug Files Provides a record of receipts for drugs, record of drugs on hand and record of those administered.	83-06-31989 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 540	Monthly Reports of Nursing Care Facility Resident Files Provides a record of monthly statistics: admissions, discharges, deaths, discharge patient days, inpatient day care, average daily census, percentage of occupancy, average length of stay and gross death rate. Records deaths by name, date and diagnosis; census worksheet for the month.	83-06-31986 Rev.0	Calendar Year	48 Months	0 Months	4 Years	Non-Archival OFM

Veterans Affairs, Dept Of - Office# 540	Monthly Reports of Outpatient Services Files Provides a record of monthly statistics of total outpatient services rendered by physical therapy, physician, occupational therapy, podiatry/audiology care and nursing services.	83-06-31987 Rev.0	Calendar Year	48 Months	0 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 540	Occupational Therapy Files Documents member progress assistance outline, attendance record, initial check list and relative programs.	83-06-31988 Rev.0	When deceased, transferred or discharged	60 Months	60 Months	10 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 540	Prescription Files Provides a record of medication issued.	83-06-31990 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 610	Automobile Insurance Liability Files Provides a record of insurance policy and related materials pertaining to current insurer.	83-06-32164 Rev.0	TOCP	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 610	Cemetery Record Files Provides a record by name, location and date interred, and application for reservation of grave site.	83-06-32172 Rev.0	Death of Member	72 Months	0 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 610	Daily Meal Count Files Documents the number of persons at meal time and how the meal was paid.	83-06-32166 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 610	Employee/Resident Incident and Accident Files Provides a record of incidents and accidents on Home grounds by members and employees.	83-06-32168 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 610	Evaluation Questionnaires Provides a tabulation of each member's evaluation documenting their [sic] treatment at the Home.	83-06-32162 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 610	Local Donation Files Provides a record of items donated by individuals or organizations, and letters of appreciation.	83-06-32169 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 610	Medical, Utilities and Legal Services Contracts Documents contractual agreements between various medical, utilities and legal services which benefit the residents of the Home; i.e., dietician, podiatrist, physical therapist, etc.	83-06-32174 Rev.0	Termination of Contracts	36 Months	36 Months	6 Years	Non-Archival OPR

Veterans Affairs, Dept Of - Office# 610	Medicare Files Provides a record of, and request for, medicare-medical insurance benefits with supporting documents. REV 1: Increase retention from 36/36/6 to 36/84/10 - 03/10/10 approved 04/04/10	83-06-32161 Rev.1	Removal from program or death of veteran	36 Months	84 Months	10 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 610	Member Locator and/or Register Files Provides an alphabetical card file record of present/former members containing member data; records members [sic] name and number assigned.	83-06-32173 Rev.0	Removal from program or death of member	60 Months	0 Months	5 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 610	Member Sign Out Files Provides a record of member's destination when leaving the grounds and time of return.	83-06-32170 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 610	Monthly Report of Out-patient Services Provides a record of total outpatient services rendered by physical therapy, physical therapy [sic], physician, occupational therapy, podiatry/audiology care and nursing service.	83-06-32159 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 610	Notice of Violation of Rules Provides a record of violation of rules and disciplinary action taken within the Home.	83-06-32167 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 610	Patient-Member Account Card Files Provides a running account of all monies received by individual member, including benefits from Social Security and Veterans Administration (8x11 card, Burroughs Business Form)	83-06-32163 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 610	Patient-Member Record Folder Files Provides a record of approved application for admission to the Home. See paper copy for complete description.	83-06-32158 Rev.0	Removal from program or death of veteran	48 Months	24 Months	6 Years	Archival OPR
Veterans Affairs, Dept Of - Office# 610	Population Report Files Provides a record of the number of members present, absent by location, total membership, and verification of members [sic] physical presence.	83-06-32171 Rev.0	Calendar Year	24 Months	0 Months	2 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 610	Rejected Applications File Provides a record of applications for admission to the Home that are disapproved and related correspondence.	83-06-32157 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM

Veterans Affairs, Dept Of - Office# 610	Unclaimed Property Files Provides a record by logs, receipts and correspondence relating to deceased members' unclaimed property.	83-06-32160 Rev.0	Death of member	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 610	Vehicle Registration Records Provides a record of the title[s] and purchase information for vehicles located at the Home.	83-06-32165 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 610	Veterans' Administration Correspondence Provides documentation of correspondence to and from the Veterans Administration pertaining to the operation of the Home and how it relates to the Agency.	83-06-32150 Rev.0	Calendar Year	36 Months	12 Months	4 Years	Archival OFM
Veterans Affairs, Dept Of - Office# 610	Veterans' Administration Report Files Statistical information pertaining to members; notification of type of care authorized for member. Replaced with GS 09009. 02/06	83-06-32156 Rev.0	Calendar Year	36 Months	0 Months	3 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 640	Controlled Drug Files Provides a record of receipts for drugs, record of drugs on hand and record of those administered.	83-06-32052 Rev.0	Calendar Year	36 Months	36 Months	6 Years	Non-Archival OPR
Veterans Affairs, Dept Of - Office# 640	Monthly Reports of Nursing Care Facility Resident Files Provides a record of monthly statistics; admissions, discharges, deaths, discharge patient days, inpatient day care, average daily census, percentage of occupancy, average length of stay and gross death date. Records deaths by name, date and diagnosis; census worksheets for the month.	83-06-32049 Rev.0	Calendar Year	48 Months	0 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 640	Monthly Reports of Outpatient Services File Provides a record of monthly statistics of total outpatient services rendered by physical therapy, physician, occupational therapy, podiatry/audiology care and nursing services.	83-06-32050 Rev.0	Calendar Year	48 Months	0 Months	4 Years	Non-Archival OFM
Veterans Affairs, Dept Of - Office# 640	Occupational Therapy Files Documents member progress assessment outline, attendance record, initial checklist and related programs.	83-06-32051 Rev.0	when deceased, transferred or discharged	60 Months	60 Months	10 Years	Non-Archival OFM

<p>Veterans Affairs, Dept Of - Office# 640</p>	<p>Patient-Member Medical Record Folder Files</p> <p>Provides a record of medical information, medication/treatment prescribed and administered, social history, progress notes, doctor's orders, laboratory reports, acknowledgement of results of leaving against medical advice, physical examination reports, personal effects inventory, authorization for medical treatment, transfer form, progress evaluation and review of goals, nursing history and discharge plan; discharge summary.</p> <p>Rev 1: Reduced retention from 60/60/10 years - 04/02 REV 2: Increase retention from 12/84/8 to 12/108/10 - 01/05/09</p>	<p>83-06-32048 Rev.2</p>	<p>When deceased, transferred, or discharged</p>	<p>12 Months</p>	<p>108 Months</p>	<p>10 Years</p>	<p>Non-Archival OPR</p>
<p>Veterans Affairs, Dept Of - Office# 640</p>	<p>Prescription Files</p> <p>Provides a record of medication issued.</p>	<p>83-06-32053 Rev.0</p>	<p>Calendar Year</p>	<p>36 Months</p>	<p>36 Months</p>	<p>6 Years</p>	<p>Non-Archival OPR</p>