



**Department of Veterans Affairs  
Jesse Brown VA Medical Center  
820 S. Damen Avenue  
Chicago, IL. 60612**

R&D 537/151  
August 24, 2009  
Version 1.0

## **SOP: Destruction of Temporary Paper Records**

### **PURPOSE**

To describe the policy and procedures for destruction of paper records containing PII or other sensitive information, as accomplished through the contracted JBVAMC document destruction service.

### **POLICY**

*Technical Correction to VHA Handbook 1200.05 Paragraph 7j,(04/24/09) states that required records must be retained until disposition instructions are approved by the National Archives and Records Administration and are published in VHA's Records Control Schedule (RCS 10-1).*

VA regulations require that sensitive paper documents must be shredded in accordance with VA Directive 6371, Appendix A.

### **RESPONSIBILITIES**

R&D Staff and Investigators:

JBVAMC R&D staff has been notified of the procedure for destruction of sensitive paper records via email, dated February 4, 2009.

Off-site staff without access to the document destruction box was notified via email, dated February 11, 2009 that sensitive paper documents must be shredded in accordance with VA Directive 6371, Appendix A.

### **PROCEDURES**

A secured document destruction box has been placed in room 6204. All sensitive paper documents that are marked for destruction must be placed in this box. Once the box is filled, the R&D office notifies the Assistant Chief, EMS. EMS then notifies the document destruction contractor that the box is full and needs to be picked

up for document destruction. The contractor makes arrangements through EMS for the removal of the full box, and delivery of an empty box.

**REFERENCES:**

VA Directive 6371, Destruction of Temporary Paper Records  
VHA Handbook 1200.05 Paragraph 7j Technical Correction

**REVISION LOG:**

**SOP: Destruction of Temporary Paper Records**

<b>Version (#, date)</b>	<b>Replaces (#, date)</b>	<b>Summary of changes</b>
1.0; August 24, 2009		