

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

This information is stored on a secure computer system at U.S. Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC, 20420.

**RETRIEVABILITY:**

Records are retrieved by social security number and name.

**SAFEGUARDS:**

SHAD is stored on a secure computer network with restricted access at the U.S. Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC. There is minimum risk of unauthorized disclosure. Access to automated records in this system of records is limited to, and under the physical control of VA employees who have a unique identification/password and a need to know of the information contained in the system of records in order to perform their duties. Security personnel control access to the building seven days per week.

**RETENTION AND DISPOSAL:**

Records will be maintained and disposed of in accordance with records disposition authority approved by the Archivist of the United States.

**SYSTEM MANAGER(S) AND ADDRESS**

Acting Director, Data Management & Analysis Service, Office of Policy, Planning and Preparedness (008A3), U.S. Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC 20420.

**NOTIFICATION PROCEDURE:**

An individual who wishes to determine whether a record is being maintained in this system under his or her name or other personal identifier, or wants to determine the contents of such record, should submit a written request to the Acting Director, Data Management and Analysis Service, Office of Policy, Planning and Preparedness (008A3), U.S. Department of Veterans Affairs, Washington, DC 20420. Inquiries should include the veteran's name, social security number and return address.

**RECORD ACCESS PROCEDURES**

An individual who seeks access to records maintained under his or her name may write to the Acting Director, Data Management & Analysis Service, Office of Policy, Planning, and Preparedness (008A3), U.S. Department of Veterans Affairs, 810 Vermont Avenue, NW., Washington, DC 20420.

**CONTESTING RECORDS PROCEDURE**

Refer to previous item, "Record Access Procedures."

**RECORD SOURCE CATEGORIES**

Information is obtained from VA patient medical records, various automated record systems providing clinical and managerial support to VA health care facilities, records from VA's Veterans Benefits Administration, Department of Defense, and other Federal agencies.

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