

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

---

General Information

Agency or Establishment	Department of Veterans Affairs
Record/Scheduling Group	0015 - Records of the Department of Veterans Affairs
Records Schedule Applies To	Agency-wide
Schedule Subject	Mental Health Services
Additional Schedule Information	<p>It has been determined by the VHA Mental Health Services Program Office that the schedules for 116-1 a &amp; b, 116-2 a &amp; b, and 116-3 need to be updated. The last updates to these schedules occurred in the late 1960's and fall short of current record keeping requirements. Records in item 116-1 a that were created during research projects will be covered under Office of Research and Development (ORD) new records schedule DAA-0015-2015-0004. Item 116-2 a &amp; b records formerly in the Mental Hygiene Folders File are now kept in the Electronic Health Records (EHR) CPRS/VistA see RCS 10-1, N1-015-02-3, item 3 (XLIII 2. b). Item 116-3 material has been scheduled because it is indeed a record and not a non-record as previously thought.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

---

## Item Count

Total number of disposition items: 4  
Number of Temporary disposition items: 4  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

---

Outline of Records Schedule Items for DAA-0015-2015-0005

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Clinical Psychology Folder File : Clinical psychology folders used in research projects (No longer accumulating)	Temporary
0002	Clinical Psychology Folder File : Clinical psychology folders not used in research projects (No longer accumulating.)	Temporary
0003	Mental Hygiene Folder File : Electronic Health Record	Temporary
0004	Psychology Test Data and Worksheet File	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

Records Schedule Items

<b>Group Title</b>	Clinical Psychology Folder File	
<b>Group Description</b>	Notes, psychological evaluations, recording sheets, psychological test material, and related material.	
DAA-0015-2015-0005-0001	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Clinical psychology folders used in research projects (No longer accumulating)	
Item Description	Clinical psychology folders used in research projects after discharge of the patient.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	116-1.a	
Manual Title	RCS 10-1	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NN-169-109, Item 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of fiscal year after final action or when superseded.	
Retention Period	Destroy 6 year(s) after cut off	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0015-2015-0005-0002	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Clinical psychology folders not used in research projects (No longer accumulating.)	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

Item Description	Clinical psychology folders not used in research projects after discharge of the patient and after.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	116-1.b	
Manual Title	RCS 10-1	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NN-169-109, Item 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of fiscal year after final action or when superseded.	
Retention Period	Destroy 6 year(s) after cut off	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Mental Hygiene Folder File	
Group Description	Detailed working notes on the clinic therapists, records of therapy sessions, psychological data based on psychological test books, protocols and other psychological data, trial visit notes, psychological evaluations, treatment and progress notes, neurological examinations, physical therapy examinations, hospital reports of examinations, release of information documents, correspondence, and copies of initial, periodic, and closing reports which are filed in the patient's medical record folder file.	
DAA-0015-2015-0005-0003	<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Electronic Health Record	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

<b>Item Description</b>	Medical records folder. This file constitutes the active medical or clinical records segment of the Consolidated Health Record. It completely documents diagnostic examinations and definitive medical, surgical, psychiatric and mental hygiene and dental care or treatment rendered a patient at a VA health care facility or at VA expense. It contains in written and graphic form the diagnostic, treatment and sociological information compiled by various members of the medical care team who participated in the care of a patient during one or more courses of treatment. In addition, it is intended to meet the legal, administrative, teaching and research needs of the VA medical staff, and provides a means of studying and evaluating the type of care rendered. VA and other monetary benefits are sometimes decided by use of information from the Medical Records Folder.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	XLIII-2.b	
Manual Title	RCS 10-1	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
<b>Superseded Item</b>	<b>Item Superseded in Part?</b>	<b>Explanation</b>
N1-15-02-3	Yes	Mental Health Records Only
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Destroy 75 year(s) after after the last episode of patient care.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

<b>DAA-0015-2015-0005-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Psychology Test Data and Worksheet File

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

Item Description	Recording sheets, patient response and answer sheets, raw score and summary score sheets, and related materials gathered and recorded as part of a psychological and/or neuropsychological full, brief, or screening evaluation. These records are not part of the patients Electronic Health Records (EHR) and can exist in any form or media, including electronic.	
	Note: This schedule does not include Psychological Assessment Data that resides within VistA Mental Health Assistant data bases.	
	Note: If Psychological Assessment Data is required for reexaminations, Compensation and Pension (C&P) purposes or training requirements do not destroy the in item 116-3. Once these requirements and the disposition schedule has been met then the records can be destroyed per the NARA approved records schedule.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	116-3	
Manual Title	RCS 10 -1	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
116-3	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff originals and copies at the end of CY.	
Retention Period	Destroy 7 year(s) after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0005

Status: APPROVED  
Date Approved: 05/04/2018  
Last Modified: 01/25/2024

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	09/14/2015
Approve	David Ferriero	05/04/2018