

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2023-0001

Status: APPROVED  
Date Approved: 03/05/2024

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## 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 Subdivision
Major Subdivision	Office of Information and Technology
Minor Subdivision	Compliance, Risk and Remediation/Enterprise Records Service
Schedule Subject	Agency-wide Directives, Handbooks, Notices and Operating Manuals.
Additional Schedule Information	<p>When the original SF 115 was created, the agency was known as the Veterans Administration; VA was established as a cabinet level agency in 1990.</p> <p>The Directives, Handbooks, and Notices listed in N1-15-88-2 are the same as previously identified.</p> <p>Formal directives distributed as General Orders, Service Letters, circulars, Administrator's Memorandum, regulations, instructions, interim issues, bulletins, pamphlets, manuals, or other directives or regulatory publications, announcing major changes in the agency's policies and procedures, normally issued by the authority of the Administrator of Veterans Affairs, and maintained by the Enterprise Records Service and its various predecessor offices. The numbered regulations files are case files containing changes, comments, concurrences, and related supporting papers, as well as the record copy of the regulation itself.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0015-2023-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	VA Agency-wide Directives, Handbooks, Notices and Operating Manuals	Permanent

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Records Schedule Items

<b>DAA-0015-2023-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	VA Agency-wide Directives, Handbooks, Notices and Operating Manuals	
Item Description	Formal directives distributed as General Orders, Service Letters, circulars, Administrator's Memorandum, regulations, instructions, interim issues, bulletins, pamphlets, manuals, or other directives or regulatory publications, announcing major changes in the agency's policies and procedures, normally issued by the authority of the Administrator of Veterans Affairs, and maintained by the Enterprise Records Service and its various predecessor offices. The numbered regulations files are case files containing changes, comments, concurrences, and related supporting papers, as well as the record copy of the regulation itself.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<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
N1-015-88-002 / 1	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff when obsolete, rescinded, or superseded.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives in 5 year blocks 25 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Paper-based textual records:50 cbft ; Textual data:3TB	
Approximate first year of records covered by this authority	1985	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1985 To: --/--/1999
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Joseph Bengel	06/07/2023
Approve	Colleen Shogan	03/05/2024