

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2015-0005
 Schedule Status Approved

 Agency or Establishment Department of Veterans Affairs
 Record Group / Scheduling Group Records of the Department of Veterans Affairs
 Records Schedule applies to Agency-wide
 Schedule Subject Mental Health Services
 Internal agency concurrences will be provided No

Background Information It has been determined by the VHA Mental Health Services Program Office that the schedules for 116-1 a & b, 116-2 a & 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 & 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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	1

GAO Approval

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

Sequence Number	
1	Clinical Psychology Folder File
1.1	Clinical psychology folders used in research projects (No longer accumulating) Disposition Authority Number: DAA-0015-2015-0005-0001
1.2	Clinical psychology folders not used in research projects (No longer accumulating.) Disposition Authority Number: DAA-0015-2015-0005-0002
2	Mental Hygiene Folder File
2.1	Electronic Health Record Disposition Authority Number: DAA-0015-2015-0005-0003
3	Psychology Test Data and Worksheet File Disposition Authority Number: DAA-0015-2015-0005-0004

Records Schedule Items

Sequence Number					
1	<p>Clinical Psychology Folder File Notes, psychological evaluations, recording sheets, psychological test material, and related material.</p>				
1.1	<p>Clinical psychology folders used in research projects (No longer accumulating) Disposition Authority Number DAA-0015-2015-0005-0001</p> <p>Clinical psychology folders used in research projects after discharge of the patient. Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>116-1.a</td> <td>RCS 10-1</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation NN-169-109, Item 1 Withdrawn Status Explanation Records were rescheduled under DAA-0015-2015-0004, item 7.6</p> <p>Disposition Instruction Cutoff Instruction Cut off at end of fiscal year after final action or when superseded. Retention Period Destroy 6 year(s) after cut off</p> <p>Additional Information GAO Approval Not Required</p>	Manual Citation	Manual Title	116-1.a	RCS 10-1
Manual Citation	Manual Title				
116-1.a	RCS 10-1				
1.2	<p>Clinical psychology folders not used in research projects (No longer accumulating.) Disposition Authority Number DAA-0015-2015-0005-0002</p> <p>Clinical psychology folders not used in research projects after discharge of the patient and after. Final Disposition Temporary Item Status Active</p>				

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
116-1.b	RCS 10-1

GRS or Superseded Authority Citation NN-169-109, Item 1

Disposition Instruction

Cutoff Instruction Cut off at end of fiscal year after final action or when superseded.

Retention Period Destroy 6 year(s) after cut off

Additional Information

GAO Approval Not Required

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Mental Hygiene Folder File

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.

2.1

Electronic Health Record

Disposition Authority Number DAA-0015-2015-0005-0003

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
XLIII-2.b	RCS 10-1

GRS or Superseded Authority Citation **N1-15-02-3**

Disposition Instruction

Retention Period **Destroy 75 year(s) after after the last episode of patient care.**

Additional Information

GAO Approval **Not Required**

Psychology Test Data and Worksheet File

Disposition Authority Number **DAA-0015-2015-0005-0004**

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.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
116-3	RCS 10 -1

3

GRS or Superseded Authority Citation	116-3
Disposition Instruction	
Cutoff Instruction	Cutoff originals and copies at the end of CY.
Retention Period	Destroy 7 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/14/2015	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
04/06/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/02/2018	Concur	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
05/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/04/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist