

## Request for Records Disposition Authority

Records Schedule Number      DAA-0015-2016-0001  
 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      Major Subdivision  
 Major Subdivision                  Veterans Health Administration  
 Schedule Subject                      Patient Generated Data (PGD)  
 Internal agency concurrences will be provided      No

**Background Information**

Patient Generated Data (PGD) is data that is entered or provided by patients and Veterans or their authorized delegates. PGD will be created, accessed and updated by patients and Veterans through multiple methods, including mobile applications, desktop applications, Telehealth processes, and simple text messages along with other modalities. Patients and Veterans will have the ability to print and to share selected data they enter with their healthcare providers and others. Authorized healthcare team members from the Veterans Health Administration and Department of Defense will be able to view select Patient Generated Data for the purpose of improving health and health care through shared decision making. The utilization of the data for clinical management, such as copying to the VA electronic health record (EHR) or documentation in the EHR related to the PGD are separate actions outside this schedule. The storage of and transfer of patient generated data will comply with VA security policies for Personally Identifiable Information (PII) and Protected Health Information (PHI).

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0015-2016-0001

Sequence Number	
1	Patient/User Profile Administrative or descriptive items Disposition Authority Number: DAA-0015-2016-0001-0001
2	Patient Generated Health Data (PGHD) and Observation of Daily Living Data (ODL D) Disposition Authority Number: DAA-0015-2016-0001-0002
3	Medical/Feedback Assessments and forms Disposition Authority Number: DAA-0015-2016-0001-0003
4	Stored Images and documents Disposition Authority Number: DAA-0015-2016-0001-0004
5	Special Administrative Forms Disposition Authority Number: DAA-0015-2016-0001-0005
6	Video and WAV files (multimedia) Disposition Authority Number: DAA-0015-2016-0001-0006

## Records Schedule Items

Sequence Number					
1	<p><b>Patient/User Profile Administrative or descriptive items</b></p> <p>Disposition Authority Number      <b>DAA-0015-2016-0001-0001</b></p> <p><b>Examples include demographics, phone numbers, address, insurance, etc. Note: The patient or Veteran has the ability to add and modify this data to include indicating that the Patient/User information is no longer current or their belief that the information is no longer needed (can be deleted). Clinician does not have ability to modify this data or mark it for deletion.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>New</b></td> <td><b>Records Control Schedule (RCS 10-1)</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>a. Data that has been marked for deletion by the patient is destroyed 5 years after being marked for deletion. b. All data not marked for deletion is destroyed after 5 years if no account activity or sign on (access) by the patient. Note: The counter for destruction of records other than those marked for deletion by the Veteran starts from the last time that the Veteran logged into the system. In other words, if the Veteran has not logged in for 5 years, the record is destroyed.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>	Manual Citation	Manual Title	<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>
Manual Citation	Manual Title				
<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>				
2	<p><b>Patient Generated Health Data (PGHD) and Observation of Daily Living Data (ODLD)</b></p> <p>Disposition Authority Number      <b>DAA-0015-2016-0001-0002</b></p>				

PGHD is data on specific health related areas, but excludes documents or images that are stored which may be related to those domain areas. ODL is used to describe all other patient entered data not elsewhere specified in this document as PGHD. The patient or Veteran has the ability to add and modify this data to include indicating that the information is no longer current or their belief that the information is no longer needed (can be deleted). Clinician does not have ability to modify this data or mark it for deletion.

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
New	Records Control Schedule (RCS 10-1)

**Disposition Instruction**

Retention Period a. Data that has been marked for deletion by the patient is destroyed 5 years after being marked for deletion. b. All data not marked for deletion is destroyed after 5 years if no account activity or sign on (access) by the patient. Note: Data marked for deletion is no longer seen by the patient but is placed into the archives for 5 years before being deleted.

**Additional Information**

GAO Approval Not Required

**Medical/Feedback Assessments and forms**

Disposition Authority Number DAA-0015-2016-0001-0003

This data includes completed collections of medical or feedback information that are saved as a single discreet item although potentially consisting of multiple questions or observations. Examples include medical assessment forms (depression screening, Prostate Symptoms assessment) and other assessment such as satisfaction or feedback forms. The patient or Veteran has the ability to add and modify this data to include indicating that the information is no longer current or their belief that the information is no longer needed (can be deleted). Clinician does not have ability to modify this data or mark it for deletion.

Final Disposition Temporary

3

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
New	Records Control Schedule (RCS 10-1)

**Disposition Instruction**

Retention Period **a. Data that has been marked for deletion by the patient is destroyed 5 years after being marked for deletion. b. All data not marked for deletion is destroyed after 5 years if no account activity or sign on (access) by the patient. Note: Data marked for deletion is no longer seen by the patient but is placed into the archives for 5 years before being deleted.**

**Additional Information**

GAO Approval **Not Required**

**Stored Images and documents**

Disposition Authority Number **DAA-0015-2016-0001-0004**

**This data includes images and documents with associated metadata and text. Examples include specific documents and images that may be of various types and cover varying needs. The patient or Veteran has the ability to add and modify this data to include indicating that the information is no longer current or their belief that the information is no longer needed (can be deleted). Clinician does not have ability to modify this data or mark it for deletion.**

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
New	Records Control Schedule (RCS 10-1)

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5

**Disposition Instruction**

**Retention Period** a. Data that has been marked for deletion by the patient is destroyed 2 years after being marked for deletion. b. All data not marked for deletion is destroyed after 5 years if no account activity or sign on (access) by the patient. Note: Data marked for deletion is no longer seen by the patient but is placed into the archives for 2 years before being deleted.

**Additional Information**

**GAO Approval** Not Required

**Special Administrative Forms**

**Disposition Authority Number** DAA-0015-2016-0001-0005

This data includes forms completed by patients and Veterans that required special handling. Specifically they are retained until the account is terminated and the patient/Veteran cannot mark for deletion. Examples include forms authorizing access to their health data or that authorize others outside of a healthcare professional to access their data. Clinician does not have ability to modify this data or mark it for deletion.

**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
New	Records Control Schedule (RCS 10-1)

6

**Disposition Instruction**

**Retention Period** Destroy 5 year(s) after no account activity or sign on (access) by the patient.

**Additional Information**

**GAO Approval** Not Required

**Video and WAV files (multimedia)**

**Disposition Authority Number** DAA-0015-2016-0001-0006

Data includes patient provided items that would replace an in person doctor's or physical therapy visit by the patient to provide the health provider with a visual of the patient progress or environment. These items are audio, audio/video or just video, from which any long-term data has been extracted and incorporated into the veteran's electronic health record. Examples include data stored in a multimedia format to document specific items at a point in time that are not intended for extended longitudinal comparison. Clinician has ability to mark for deletion.

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
New	Records Control Schedule (RCS 10-1)

**Disposition Instruction**

Retention Period Destroy 2 year(s) after being created.

**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
10/20/2015	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
04/18/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist