

## Request for Records Disposition Authority

Records Schedule Number: DAA-0015-2016-0002  
 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: Sleep Study (Polysomnogram) Records  
 Internal agency concurrences will be provided: No

**Background Information**  
 Sleep studies (polysomnograms) generally take place in a sleep lab during a person's normal sleeping period. The study records brain waves, breathing and body activity that occur during sleep with the purpose of diagnosing and treating various sleep disorders. The term "polysomnogram" indicates that there are multiple tests in a sleep study. Various body activities and indicators may be measured during a sleep study. A sleep study is generally performed on an outpatient basis at night.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0015-2016-0002

Sequence Number	
1	Polysomnography (PSG) tracing file Disposition Authority Number: DAA-0015-2016-0002-0001
2	Polysomnography (PSG) audio/video file Disposition Authority Number: DAA-0015-2016-0002-0002

### Records Schedule Items

Sequence Number					
1	<p><b>Polysomnography (PSG) tracing file</b></p> <p>Disposition Authority Number      DAA-0015-2016-0002-0001</p> <p>Continuous record of the various parameters captured while the patient is sleeping. This record may be maintained electronically as a file on a hard drive, burned to a CD/DVD, or printed and maintained as a paper record.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      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>New</td> <td>RCS10-1</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cutoff at the end of the calendar year in which the test is performed.</p> <p>Retention Period                        Destroy 2 year(s) after after cutoff.</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p>	Manual Citation	Manual Title	New	RCS10-1
Manual Citation	Manual Title				
New	RCS10-1				
2	<p><b>Polysomnography (PSG) audio/video file</b></p> <p>Disposition Authority Number      DAA-0015-2016-0002-0002</p> <p>Continuous audio/video recording of the patient asleep during a sleep study. This record may be maintained electronically in conjunction with the PSG tracing file or transferred to another media such as DVD. Note: Polysomnography (PSG) report this record consists of a summary and diagnosis based on the data from the PSG tracings file. It is reviewed by a medical provider and included in the patient's electronic health record.</p> <p>Final Disposition                        Temporary</p>				

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? Yes  
Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
New	RCS 10-1

Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year in which the test is performed.

Retention Period Destroy 2 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
12/11/2015	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
04/11/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/02/2018	Concur	Sebastian Welch	Supervisory Archivist 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