

### Request for Records Disposition Authority

Records Schedule Number      DAA-0015-2016-0003  
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     Department-wide  
Schedule Subject                 Veterans Health Administration, Public Affairs Office  
Internal agency concurrences will be provided      No

Background Information            The Department of Veterans Affairs, Public Affairs Office, chain of command is broken down into three major components;

- Office of Public and Intergovernmental Affairs (OPIA) which is at the Department of Veterans Affairs.
- Office of Public Communications, Veterans Health Administration.
- Field Operations level at the Veterans Integrated Service Networks (VISNs) and VA Medical Centers.

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
14	7	7	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0015-2016-0003

Sequence Number	
1	OFFICE OF PUBLIC COMMUNICATIONS
1.1	Testimony (Statement) By High Level Representatives before the House and Senate Disposition Authority Number: DAA-0015-2016-0003-0001
1.2	Testimony of all other Officials at the VHA headquarters before House and Senate Disposition Authority Number: DAA-0015-2016-0003-0002
1.3	Speeches and Journal Articles by High Level Officials Disposition Authority Number: DAA-0015-2016-0003-0003
1.4	Speeches and Journal Articles by all other Officials Disposition Authority Number: DAA-0015-2016-0003-0004
1.5	Original Daily, Weekly, Monthly News briefing book/binders. Disposition Authority Number: DAA-0015-2016-0003-0005
1.6	Audiovisual Records Related to High Level Officials Disposition Authority Number: DAA-0015-2016-0003-0006
1.7	Audio Visual Records Related to Public Service Announcements and Promotional Material Disposition Authority Number: DAA-0015-2016-0003-0007
1.8	Veterans Health Administration Headquarters Publications Disposition Authority Number: DAA-0015-2016-0003-0008
1.9	VHA Senior Executive Service (SES) Disposition Authority Number: DAA-0015-2016-0003-0010
1.10	VHA Senior level, Senior Executive Service Calendar and Appearance Files (SES) Non Capstone Disposition Authority Number: DAA-0015-2016-0003-0011
2	VISN and Medical Center Public Affairs
2.1	Speeches and Articles by High Level Regional Employees Disposition Authority Number: DAA-0015-2016-0003-0012
2.2	Audio Visual Recordings of Significant Regional Events Disposition Authority Number: DAA-0015-2016-0003-0013
2.3	News Releases Disposition Authority Number: DAA-0015-2016-0003-0014
2.4	Consent Forms
2.4.1	Consent Forms Non-Case Files Disposition Authority Number: DAA-0015-2016-0003-0017

## Records Schedule Items

Sequence Number					
1	<p><b>OFFICE OF PUBLIC COMMUNICATIONS</b> The Office of Public Communications (10B2B) ensures development, clearance and issuance of VHA messages primarily through news releases and media channels in tandem with the public affairs officers in the Office of the Deputy Under Secretary for Health for Operations and Management (DUSHOM) and in collaboration with VHA OPIA. The Office of Public Communications sustains an operational communications capability and time sensitive processes with OPIA and organizations throughout VHA that will enable VHA to better and expeditiously communicate the VHA story. Functions and Activities • Support all USH priorities that enhance Personalized, Proactive, Patient-Driven Health Care • Media Queries • Communication Plans • Fact Sheets • Talking Points • News Releases • Media Training • Communications Counsel • Inter- and Intra-agency Coordination • TCF Program • Conduct special projects of overall interest to USH • Coordinates as needed with VA Office of Congressional and Legislative Affairs (OCLA), through VHA's OCLA, and Office of General Counsel (OGC) to the group we closely work with on actions. • Office of Inspector General (OIG)/General Accounting Office (GAO)/US Office of Special Counsel (OSC) Communication Summary Sh</p>				
1.1	<p><b>Testimony (Statement) By High Level Representatives before the House and Senate</b></p> <p>Disposition Authority Number      <b>DAA-0015-2016-0003-0001</b></p> <p>Statement made by Veterans Health Administration, Under Secretary, Principal Deputy Under Secretary for Health/Health for Operations and Management, Deputy Under Secretaries and Assistant Deputy Under Secretaries (ADUSH), Chief of Staff, Deputy Chief of Staff and some Executive Directors depending on the historical and policy context at hearings held by members of the House and Senate.</p> <p>Final Disposition                      <b>Permanent</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="width: 50%;">Manual Citation</th> <th style="width: 50%;">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>	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>				

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff at the end of each Presidential Administration. Note: Copy to the Veterans Health Administration Historian at cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 4 year blocks 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cutoff at the end of each Presidential Administration. Note: Copy to the Veterans Health Administration Historian at cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 4 year blocks 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation 2005  
 End year of records accumulation 2016  
 What will be the date span of the initial transfer of records to the National Archives? From 2005 To 2016  
 How frequently will your agency transfer these records to the National Archives? Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.2

Testimony of all other Officials at the VHA headquarters before House and Senate

Disposition Authority Number DAA-0015-2016-0003-0002

Testimony of all other Officials at the VHA headquarters not covered in item 1.

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? Yes

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

Manual Citation	Manual Title
New	Records Control Schedule ( RCS 10 -1)

Disposition Instruction

Cutoff Instruction Cutoff at end of CY

Retention Period Destroy 7 year(s) after Cutoff.

1.3

**Additional Information**

GAO Approval **Not Required**

**Speeches and Journal Articles by High Level Officials**

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

Veterans Health Administration, Under Secretary, Principal Deputy Under Secretary for Health/Health for Operations and Management, Deputy Under Secretaries and Assistant Deputy Under Secretaries (ADUSH), Chief of Staff and Deputy Chief of Staff; Speeches prepared for delivery at civic functions, service organization and professional conferences and meetings. Articles prepared for media publication in professional magazines or journals.

Final Disposition **Permanent**

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
<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff at the end of each Presidential Administration. Note: Copy to the Veterans Health Administration Historian at cutoff.**

Transfer to Inactive Storage **Transfer directly to NARA in 4 year blocks 15 years after cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 4 year blocks 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cutoff at end of Presidential Term**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 4 year blocks 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **2007**

End year of records accumulation **2017**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	5 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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1.4

**Speeches and Journal Articles by all other Officials**

Disposition Authority Number      **DAA-0015-2016-0003-0004**

**VACO level Officials not covered in item 3.**

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?      **Yes**

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

Manual Citation	Manual Title
<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>

**Disposition Instruction**

Cutoff Instruction                      **Cutoff at end of CY.**

Retention Period                      **Destroy 3 year(s) after Cutoff**

**Additional Information**

GAO Approval                          **Not Required**

1.5

**Original Daily, Weekly, Monthly News briefing book/binders.**

Disposition Authority Number      **DAA-0015-2016-0003-0005**

**Collection of original news clips from a cross section of media sources to the Veterans Health Administration, Under Secretary, Principal Deputy Under Secretary for Health/Health for Operations and Management.**

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?      **Yes**

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

Manual Citation	Manual Title
New	Records Control Schedule (RCS 10-1)

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of CY.**  
Retention Period **Destroy 3 year(s) after Cutoff**

**Additional Information**

GAO Approval **Not Required**

**Audiovisual Records Related to High Level Officials**

Disposition Authority Number **DAA-0015-2016-0003-0006**

Audiovisual records, consisting of analog and digital still photographs, motion pictures, videos, and sound recordings, including official portraits, with current metadata information (captioning) relating to time, place, date and event for activities involving the Veterans Health Administration Under Secretary, Principal Deputy Under Secretary for Health/Health for Operations and Management; at public events and events within the Department of Veterans Affairs. Portraits include biographical information about these officials.

Final Disposition **Permanent**

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	Records Control Schedule (RCS 10-1)

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Digital Photographs**

1.6

Cutoff Instruction Cutoff at the end of each Presidential Term  
 Transfer to the National Archives for Accessioning Transfer to the National Archives 1 year(s) after cutoff

**Additional Information**

First year of records accumulation 2007  
 What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2017  
 How frequently will your agency transfer these records to the National Archives? Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	100 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply Analog Photographic Prints, Slides, and Other Graphic Material

Cutoff Instruction Cutoff at the end of each Presidential Term  
 Transfer to the National Archives for Accessioning Transfer to the National Archives 1 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2017  
 How frequently will your agency transfer these records to the National Archives? Every 4 Years

	Estimated Current Volume	Annual Accumulation

Electronic/Digital		
Paper	5 Cubic feet	.2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Photographic Negatives**

Cutoff Instruction **Cutoff at the end of each Presidential Term .**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	.2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Moving Images**

**Cutoff Instruction** Cutoff at the end of each Presidential Term  
**Transfer to the National Archives for Accessioning** Transfer to the National Archives 1 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2017

How frequently will your agency transfer these records to the National Archives? Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	100 Film	10 Film

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply Digital video recordings

**Cutoff Instruction** Cutoff at the end of each Presidential Term

**Transfer to the National Archives for Accessioning** Transfer to the National Archives 1 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? From 2007 To 2017

How frequently will your agency transfer these records to the National Archives? Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	1 GB

Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Sound Recordings**

Cutoff Instruction **Cutoff at the end of each Presidential Term.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 20017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	100 tapes	10 tapes

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Digital Sound Recordings**

Cutoff Instruction **Cutoff at end of each Presidential Administration**

Transfer to the National Archives for Accessioning      Transfer to the National Archives 1 year(s) after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      From 2007 To 2017

How frequently will your agency transfer these records to the National Archives?      Every 4 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.7

**Audio Visual Records Related to Public Service Announcements and Promotional Material**

Disposition Authority Number      DAA-0015-2016-0003-0007

Print, television and radio commercials or announcements, including film, sound recording, final layouts, and scripts used to provide the public or service groups with the information on the Department of Veterans Affairs, Veterans Health Administration, mission, policies, and services.

Final Disposition      Permanent

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**

If this item has multiple sections, indicate here records to which this section apply **Digital photographs, slides and artwork**

Cutoff Instruction **Cutoff at the end of each Presidential Term**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2005 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>2 GB</b>	<b>1 GB</b>
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Photographs, Slides, and Artwork**

Cutoff Instruction **Cutoff at the end of each Presidential Term.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	.2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Photographic Negatives**

Cutoff Instruction **Cutoff at the end of each Presidential Term**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	.1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Digital video recordings**

Cutoff Instruction **Cutoff at the end of each Presidential Term**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>2 GB</b>	<b>1 GB</b>
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Moving Images**

Cutoff Instruction **Cutoff at the end of each Presidential Term**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	100 tapes	10 tapes

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Digital Sound Recordings**

Cutoff Instruction **Cutoff at end of Presidential Term**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Sound Recordings**

Cutoff Instruction **Cutoff at end of each Presidential Administration**

Transfer to Inactive Storage **Transfer to National Archives 1 year after cutoff**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 4 year blocks 1 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	50	2

1.8

**Veterans Health Administration Headquarters Publications**

Disposition Authority Number **DAA-0015-2016-0003-0008**

**Veterans Health Administration Headquarters level magazines or newsletters with a national distribution.**

Final Disposition **Permanent**

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
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<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>
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**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Electronic Records**

Cutoff Instruction **Cutoff at the end of each Presidential Administration. Copy to the Veterans Health Administration Historian at cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 4 year blocks 15 year(s) after**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2014**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>2 GB</b>	<b>2 GB</b>
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cutoff at the end of each Presidential Administration. Copy to the Veterans Health Administration Historian at cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 4 year blocks 15 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 4 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	2 Cubic feet	.2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

1.9

**VHA Senior Executive Service (SES)**

Disposition Authority Number **DAA-0015-2016-0003-0010**

All other VHA Senior Executive Service (SES) members serving in key public billets where Biographical sketches and Portraits are shared with the public. File consists of biographical sketches and portrait photographs.

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? **Yes**

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

Manual Citation	Manual Title
New	Records Control Schedule (RCS 10-1)

**Disposition Instruction**

1.10

Cutoff Instruction Cutoff at end of employment. Send one copy of above record to Veterans Health Administration Historian at cutoff.

Retention Period Destroy 5 year(s) after Cutoff

Additional Information

GAO Approval Not Required

VHA Senior level, Senior Executive Service Calendar and Appearance Files (SES) Non Capstone

Disposition Authority Number DAA-0015-2016-0003-0011

VHA Senior level, Senior Executive Service (SES) personnel daily calendar and Appearance files. Files that cover daily calendar, travel, press conferences and public appearances by the Secretary and contains copies of invitations, itineraries, and other background information which exist outside of Capstone email systems.

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? Yes

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

Manual Citation	Manual Title
New	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction Cutoff at end of CY

Retention Period Destroy 5 year(s) after Cutoff

Additional Information

GAO Approval Not Required

VISN and Medical Center Public Affairs

VISN communication offices work to create and enhance regional public trust and support of VA's mission by supporting VA's OPIA and VHA's Office of Public Communications (10B2B) in the distribution and dissemination of communications products originating in VACO, as well as developing and coordinating and disseminating local and regional products. VISN communications directly supports

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the VISN mission by establishing communications goals and objectives tied to regional priorities. VAMC Public Affairs offices perform many of the same functions; however, limit their efforts to communications activities focused on their medical center and outpatient clinics. Functions and Activities VISN and VAMC Public Affairs Offices amplify OPIA's and VHA's communication efforts by pushing them out to veterans, caregivers, Veteran Service Organizations, legislative staffs, civic and business leaders and other stakeholders using local/regional legacy media (radio, television and newspaper) and new social media. VISN and VAMC Public Affairs Offices:

- Provide public affairs counsel and guidance to leadership
- Respond to local/regional media queries
- Produce press releases and media advisories
- Coordinate responses to national/international media with OPIA and VHA
- Develop talking points and communications plans in support of local/regional issues
- Provide media training to subject matter experts
- Coordinate with legislative affairs (OCLA and VHA/Legislative Affairs (LA) with regard to local/regional congressional issues
- Support outreach efforts through engagement with Veteran Service organizations
- Capture events for use by the VHA History Office

2.1

**Speeches and Articles by High Level Regional Employees**

Disposition Authority Number      DAA-0015-2016-0003-0012

Speeches and Articles delivered by VISN and VAMC Directors that deal with significant or controversial issues, e.g., a speech presented at a groundbreaking for a new clinic is significant; whereas, a speech delivered at the annual Memorial Day event is not.

Final Disposition                      Permanent

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**

If this item has multiple sections, indicate here records to which this section apply      Electronic Records

Cutoff Instruction                      Cutoff Annually

Transfer to the National Archives for Accessioning      Transfer to the National Archives in 5 year blocks when the most recent record is 15 years old

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2016**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	500 MB	500 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Textual Records**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer in 5 year blocks when most recent record is 15 years old**

**Additional Information**

First year of records accumulation **2007**

End year of records accumulation **2017**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	5 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

2.2

**Audio Visual Recordings of Significant Regional Events**

Disposition Authority Number **DAA-0015-2016-0003-0013**

Digital Photographs, Photographs, digital film, video, sound motion recorded media; with captions relating to time, place, date and event with current metadata that document significant events such as a grand opening of a medical center; the 25th, 50th, 75th anniversary of a facility; a high-level visit from the President or foreign dignitary; a first of its kind procedure that bears national interest. Recurring events such as those to recognize the 4th of July, Memorial Day or Veterans Day are by nature not significant.

Final Disposition **Permanent**

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
<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Digital photographs**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 5 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Non-electronic Photographs and Other Graphic Materials**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 5 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	.2 Cubic feet
Microform		

<b>Hardcopy or Analog Special Media</b>		
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**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Photographic negatives**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 5 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>1 Cubic feet</b>	<b>.1 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Digital film and video recordings**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 5 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>	<b>2 GB</b>	<b>1 GB</b>
<b>Paper</b>		
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Moving Images**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 5 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>		
<b>Microform</b>		

Hardcopy or Analog Special Media	10	1
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**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Analog Sound Recordings**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 5 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform		
Hardcopy or Analog Special Media	10	1

**Disposition Instruction**

If this item has multiple sections, indicate here records to which this section apply **Digital sound recordings**

Cutoff Instruction **Cutoff annually**

Transfer to the National Archives for Accessioning **Transfer to the National Archives in 5 year blocks 5 year(s) after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 2007 To 2017**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	1 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

2.3

**News Releases**

Disposition Authority Number **DAA-0015-2016-0003-0014**

News releases from VISNs, Medical Centers or on specific issues such as new services offered, new director, special events, new buildings or programs that may require follow up after completion of the event.

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
<b>New</b>	<b>Records Control Schedule (RCS 10-1)</b>

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of CY**

Retention Period **Destroy 3 year(s) after cutoff**

**Additional Information**

GAO Approval **Not Required**

2.4

**Consent Forms**

Consent forms for any type of new release or media such as but not limited to digital photograph, DVD's sound recordings and videos;

2.4.1

**Consent Forms Non-Case Files**

Disposition Authority Number      DAA-0015-2016-0003-0017

If not related to case file or individual file;

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**

Cutoff Instruction                      Cutoff at end of CY

Retention Period                        Destroy immediately after 6 years

**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
05/06/2016	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
10/19/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/04/2016	Submit For Certification	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
11/04/2016	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
11/16/2016	Return for Revision	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/29/2016	Submit For Certification	Jennifer Gary	Program Specialist Records Management	Veterans Health Administration - Health Information Management
11/29/2016	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
06/18/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services

06/22/2018	Return to Submitter	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
06/22/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/22/2018	Concur	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist