

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2018-0004

Status: INACTIVE
Date Approved: 07/14/2018

General Information

Agency or Establishment	Department of Veterans Affairs
Record/Scheduling Group	0015 - Records of the Department of Veterans Affairs
Records Schedule Applies To	Department-wide
Additional Agencies This Schedule Applies To	Board of Veterans' Appeals, Department of Veterans Affairs, National Cemetery Administration, Veterans Benefits Administration, Veterans Health Administration
Schedule Subject	VA Sponsored Health Professions Training Programs: Trainee Certificate of Completion Documentation
Additional Schedule Information	<p>One off our statutory missions of the Department of Veterans Affairs (VA) is to conduct education and training programs for health professions trainees. In accordance with this mission, VHA's Office of Academic Affiliations is mandated to assure VA's education and training efforts are accomplished through coordinated programs and activities in partnership with affiliated U.S. academic institutions (38 USC 7302). VA conducts the largest education and training effort for health professionals in the Nation. Each year, approximately 120,000 trainees receive some or all of their clinical training in a VA facility. While most (about 99%) of VA's graduate medical education (GME) programs are sponsored in the name of an affiliate (generally a medical school or teaching hospital), in other professions, VA is responsible for a larger share of the sponsorship and accreditation activities. For example, approximately one-third of VA's dental residency training programs are sponsored by the VA. Two-thirds of VA's funded associated health professions have at least one level of training sponsored in the name of V A. For example, Psychology has over 200 VA-sponsored doctoral internship and postdoctoral residency programs. Additional professions with VA sponsored training programs include pharmacy, nursing, podiatry, optometry, chiropractic care, physical therapy, occupational therapy, dietetics, prosthetics, and clinical pastoral education. When VA sponsors an accredited health professions training program, it is the entity of record for selecting, educating, and graduating trainees. For this reason, sponsorship of accredited training programs in the various health professions-comes with additional VA responsibilities in tracking and reporting trainee completions.</p>

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Sponsoring organization: An organization that assumes' ultimate responsibility for the coordination and administration of an accredited clinical training program. Also called "accredited sponsor," this is the entity which is legally responsible for maintaining accreditation standards in the training program. The sponsoring organization is charged with ensuring that trainees' experiences are educationally sound and are conducted in a quality practice environment. The sponsoring organization is also responsible for submitting the accreditation application and ensuring periodic evaluations are conducted. If several organizations share responsibility for the financial and management aspects of the residency (e.g., a pharmacy consortium), the organizations must mutually designate one organization as the sponsoring organization.

Program Completion: A process by which an accredited training program grants a graduation certificate or other documentation of program completion to an individual who has met the requirements for program completion as defined in the specific accrediting body criteria

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Issue: When trainees complete their education and training in a VA owned and operated (sponsored) Health Professions Training Program, the graduating trainee receives a 'Certificate of Completion' from the VA signifying the individual has met certain predetermined milestones for graduation as defined by the program's accrediting body.

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This Certificate of Completion (graduation/completion documentation) is key documentation of advanced training for many professions, and may be required for licensure or privileging. Because of the importance of advanced training, a healthcare professional may include this information on their resume and applications for new roles, responsibilities or jobs. This information will need to be independently confirmed and verified through contact with the Health Professions Training Program of record. When the VA is the owner (sponsor) of the Health Professions Training Program of record, the VA is required to consistently and reliably maintain evidence of the successful completion of these programs by all completers/graduates, including records that are searchable in a timely manner far into the future. These records should accurately document entry and completion dates of training.

Additional descriptive information may be archived that would help to clarify the nature of the training completed including: major rotations completed, areas of specialization, and any special achievements that may need to be verified at a future date

Documentation should also be maintained for individuals who are selected for and enter into training, but fail to complete the program. Entry and exit dates should be documented, whether the trainee withdrew or was involuntarily terminated, and a brief statement as to the reason for premature separation (e.g., withdrew to provide care to a family member, involuntarily terminated for performance issues which were not resolved through remediation).

The documentation may be maintained either as

- a) Validated copies of individual Certificates of Completion in a paper file maintained by graduation year, or
- b) Lists of names of program completers/ graduates, and names of individuals enrolled but who did not complete training (along with other identifying information such as Social Security Numbers) in a paper file maintained by graduation year

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c) An electronic database that is searchable by individual enrollee name and year program completed

Is There a Classified Version of This Schedule? No

Is consultation and coordination with Tribal Governments required? Predate requirement

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0015-2018-0004

Item #	Title	Disposition
0001	Veterans Affairs (VA) Health Professions Training Programs Trainee Completion Documentation	Temporary

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Records Schedule Items

DAA-0015-2018-0004-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Veterans Affairs (VA) Health Professions Training Programs Trainee Completion Documentation
Item Description	Case Files will be maintained for all "completers/graduates" who have successfully completed the accredited Health Professions Training Program and those enrolled but do not complete.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	Records Control Schedule (RCS 10-1)
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. per agency all records were destroyed and no more will be created. on 03/10/2025.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff upon completion of the program; Maintain Records onboard
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	07/14/2018