

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

General Information

Agency or Establishment	Veterans Health Administration
Record/Scheduling Group	0015 - Records of the Department of Veterans Affairs
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Veterans Health Administration
Schedule Subject	Office of Research and Development
Additional Schedule Information	The Veterans Health Administration's (VHA) research program is an intramural program administered by the VHA Office of Research and Development (ORD) and conducted at Veterans Administration (VA) medical facilities nationwide under the authority of Title 38 United States Code (U.S.C), 7303. Federal records and copies of working documents are produced within ORD and by all VA medical facilities conducting research. These records relate to the administration of the research programs and the conduct of research. Analysis: This appraisal and related SF 115 covers records created by the Office of Research and Development or other designees. The records contain information on patients, VA health care providers, VA employees, community members, vendors and other individuals.
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: 36
Number of Temporary disposition items: 34
Number of Permanent disposition items: 2
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 2

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Outline of Records Schedule Items for DAA-0015-2015-0004

Item #	Title	Disposition
0001	General Program Records : ORD Subject Files	Temporary
0002	General Program Records : Program Management Files	Temporary
0003	General Program Records : Congressional Relations Files	Permanent
0004	General Program Records : Briefing Records	Permanent
0005	General Program Records : Field Correspondence Files	Temporary
0006	General Program Records : Education, Training and Outreach Files	Temporary
0007	Technology Transfer : Invention Disclosure Case Files : Invention Disclosure for which a patent application was filed and issued	Temporary
0008	Technology Transfer : Invention Disclosure Case Files : Invention Disclosure for which no patent application was filed or no patent issued	Temporary
0009	Technology Transfer : Patent Case Files	Temporary
0010	Technology Transfer : Cooperative Agreement Files	Temporary
0011	Technology Transfer : VA Confidential Disclosure Agreements	Temporary
0012	Technology Transfer : Technology Transfer Agreements	Temporary
0013	Technology Transfer : License Transmittal Files	Temporary
0014	Non Profit Research and Education Corporations (NPC) : Annual Reports from NPCs	Temporary
0015	Non Profit Research and Education Corporations (NPC) : Audit Case Files	Temporary
0016	Intramural Research Funding : Requests or Solicitations for Research	Temporary
0017	Intramural Research Funding : Approved or Funded Case Files	Temporary
0018	Intramural Research Funding : Not Approved, Withdrawn or Appealed Case Files	Temporary
0019	Intramural Research Funding : Merit Review FACA Committee Files	Temporary
0020	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP) : VA Central IRB Protocol Files : Protocols Approved by VA Central IRB	Temporary

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0021	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP) : VA Central IRB Protocol Files : Protocols Disapproved by VA Central IRB or Withdrawn by the Investigator	Temporary
0022	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP) : VA Central IRB Operating Files : Implementation Records	Temporary
0023	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP) : VA Central IRB Operating Files : Committee Records	Temporary
0024	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP) : VACO Human Research Protection Program (HRPP) Files	Temporary
0025	Human Research Protection Program (HRPP) Accreditation : Accreditation Application Case Files	Temporary
0026	Human Research Protection Program (HRPP) Accreditation : Accrediting Organization Contract Files	Temporary
0027	VA Field Facility Research Program : Documentation of Required Activities	Temporary
0028	VA Field Facility Research Program : Research Accreditation	Temporary
0029	VA Field Facility Research Program : Research Publications	Temporary
0030	VA Field Facility Research Program : Veterinarian Medical Unit Files	Temporary
0031	VA Field Facility Research Program : Research Biosafety and Biosecurity Program Files	Temporary
0032	VA Field Facility Research Program : Research Investigator Files	Temporary
0033	VA Field Facility Research Program : Research Review Committee and Subcommittee Protocol Files : Protocols Approved by the Committee or Subcommittee	Temporary
0034	VA Field Facility Research Program : Research Review Committee and Subcommittee Protocol Files : Protocols Disapproved by the Committee or Subcommittee or Withdrawn by the Investigator	Temporary

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0035	VA Field Facility Research Program : Research Review Committee or Subcommittee Operating Files : Implementation Records	Temporary
0036	VA Field Facility Research Program : Research Review Committee or Subcommittee Operating Files : Review Committee or Subcommittee Records	Temporary

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Records Schedule Items

Group Title	General Program Records
Group Description	This section covers records relating to ORD's general administration and operation of VA's intramural research programs and the conduct of research.
DAA-0015-2015-0004-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	ORD Subject Files
Item Description	Records generated by ORD related to management functions of organizational planning and structure, general policy and program matters, and informal discussions with Veterans Affairs (VA) officials on issues of concern or special interest. These records contain information on programs, activities, protocols, operations, budgets, position statements and related subject areas.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action.
Retention Period	Other: Destroy no sooner than 3 years but no later than 6 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Program Management Files

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Item Description	Records generated by ORD services and programs in the course of ongoing program operations that are not covered elsewhere in the VHA Records Control Schedule. These files relate to program scope and responsibilities; program reviews and evaluations; extra-agency partnerships; scientific achievement award programs; infrastructure support activities; balancing research portfolios and budgets; establishing review boards; conducting staff meetings; and other program management activities. Note: Excluded are general administrative and routine housekeeping records, which are covered under the General Records Schedule and issued by NARA.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action.
Retention Period	Other: Destroy no sooner than 3 years but no later than 6 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Congressional Relations Files
Item Description	Official reports prepared by ORD for transmittal to members of Congress, Congressional Committees, or Congressional Staff.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year after the material is presented to congress
Are there multiple instructions for this item?	Yes
	Instructions
Records to which this instruction applies	Transfer Instruction
Electronic records	Other: Transfer to the National Archives in 10 year blocks when youngest record is 20 years old.
Paper-based textual records	Transfer to the National Archives immediately after 20 years
ADDITIONAL INFORMATION	
Current Records Format	Textual data:10 GB ; Paper-based textual records:3 Cubic Feet
Approximate first year of records covered by this authority	1997
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 1994 To: 2006
Frequency of transfer	10
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0015-2015-0004-0004 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Briefing Records
Item Description	Materials prepared by ORD for the Under Secretary for Health, the Secretary of Veterans Affairs, or other VA officials to describe issues of concern or special interest, including materials for face-to-face briefings, presentations, activity reports, and issue briefs.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Permanent
Cutoff Instructions	Other: Electronic Records:Cut off at the end of the fiscal year after the material is presented to the Under Secretary of Veterans Affairs or other VA officials.
Are there multiple instructions for this item?	Yes
	Instructions
Records to which this instruction applies	Transfer Instruction
Electronic Records	Records will not be pre-accessioned
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Approximate first year of records covered by this authority	2014
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/2014 To: --/--/2024
Frequency of transfer	10
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0015-2015-0004-0005 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Field Correspondence Files
Item Description	Records documenting inquiries from medical field facility research offices, such as formal guidance related to interpretation of policy, required waivers for specific types of research and from specific policy requirements, review of policies or procedures being implemented by facilities, reports from the field on compliance matters that are duplicative of reports received by the Office of Research Oversight (ORO), and related matters.
Is this item media neutral?	Yes

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Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of the fiscal year after final action.
Retention Period	Destroy 1 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0006	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Education, Training and Outreach Files
Item Description	Materials developed by ORD to provide education, training, and information to specific audiences or the general public concerning ORD's areas of responsibility.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year when superseded or obsolete.
Retention Period	Destroy 1 year(s) after cutoff or when no longer needed for administrative or reference purposes.

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Technology Transfer : Invention Disclosure Case Files
Group Description	Case files include a description of the invention, circumstances surrounding the invention, a certification form describing the use of Federal resources and related correspondence.
DAA-0015-2015-0004-0007	STATUS: Active

ITEM GENERAL INFORMATION	
Item Title	Invention Disclosure for which a patent application was filed and issued
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year upon expiration of the patent.
Retention Period	Destroy 2 year(s) after cutoff.

ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0015-2015-0004-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Invention Disclosure for which no patent application was filed or no patent issued
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year upon expiration of the disclosure.
Retention Period	Destroy 25 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Technology Transfer
Group Description	This section covers records relating to ORD's implementation and administration of the Federal Technology Transfer Act of 1986. ORD is responsible for translating the results of worthy discoveries made by employees of VA into practice.
DAA-0015-2015-0004-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Patent Case Files
Item Description	Case files related to the application of a patent, patent prosecution, patent defense and patent infringement.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	

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Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year upon expiration or abandonment of the patent.
Retention Period	Destroy 5 year(s) after all patents in that patent family expire.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0010 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Cooperative Agreement Files
Item Description	Agreements that address the management of jointly owned inventions, such as Cooperative Technology Administration Agreements and Inter-institutional Agreements, and related correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0011 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	VA Confidential Disclosure Agreements

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Item Description	These records consist of documents that address VA providing confidential information to another entity or receiving confidential information from another entity.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year upon expiration of the agreement.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0012 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Technology Transfer Agreements
Item Description	Agreements that transfer rights to intellectual property and/or materials to or from VA and to or from third parties, such as license agreements, material transfer agreements, government use licenses and related agreements.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year when the terms of the agreement expire.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0013 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	License Transmittal Files
Item Description	Transmittals related to licenses including annual reports due under the license, royalty payments to VA, royalty distributions by VA to inventors and others, and all other correspondence connected to licenses.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Non Profit Research and Education Corporations (NPC)
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Group Description	This section covers records relating to ORD's oversight and guidance of Non Profit Research and Education Corporations (NPC) established at VA medical centers. NPCs exist to provide VA medical centers with flexible funding mechanisms to support VA's research program. This funding mechanism is other than those funds received by VA from VA's Congressional appropriation. NPCs associated with the VA are non-government entities created pursuant to title 38 U.S.C. 7361-7366. NPC business records are not subject to disclosure under the Freedom of Information Act (FOIA).
DAA-0015-2015-0004-0014	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Annual Reports from NPCs
Item Description	NPCs are required to submit an annual report that details their operations, activities and accomplishments during the previous year. The annual report consists of, but is not limited to, signed certification, independent auditor's report, audited financial statements, IRS Form 990 or 990EZ with schedules, and related revenue and expense information.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0015-2025-0037-0001 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year when all annual reports are received from NPCs.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0015 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Audit Case Files
Item Description	Files related to the audit of NPCs by independent auditors and government auditors to ensure internal controls are in place to protect its assets and operate in compliance with all applicable laws and regulations. Records include, but are not limited to, a final review report; on- and off- site reviews; questionnaires; reviews of board minutes, annual reports and any corrective action plans submitted by NPCs; documentation of reportable or significant adverse events; and related correspondence.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0015-2025-0037-0002 on 05/19/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year when report is completed.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Intramural Research Funding
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Group Description	This section covers records relating to ORD's administration and management of VA appropriated funds to promote research, ensure adequate resources, and support other research-related activities connected to VA research programs that benefit Veterans. All requests for research-related awards are submitted by VA facilities to ORD for funding consideration.
DAA-0015-2015-0004-0016 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Requests or Solicitations for Research
Item Description	Documents developed by ORD to request proposals or solicitations for scientific research and related program components.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year when the request or solicitation is superseded, obsolete, or withdrawn.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0017 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Approved or Funded Case Files

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Item Description	All proposals, applications or nominations submitted by VA facilities that are approved and funded. Records include, but are not limited to, the original submission with funding requirement; recommendation by the Merit Review Board; approved plans and protocols; clearances and authorizations; progress reports and project modifications; committee reports and site visit reports; and related correspondence and documents as applicable to each funding program.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	New	
Manual Title	RCS 10-1	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
National Archives Job No. NCI-15-82-7, Item No. 12 A-1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the fiscal year the proposed research project is completed.	
Retention Period	Other: Destroy 6 years after cutoff, may retain longer if necessary.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0015-2015-0004-0018		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Not Approved, Withdrawn or Appealed Case Files	

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Item Description	All proposals, applications or nominations submitted by VA facilities not approved for funding, withdrawn, or funding decision appealed. Records include, but are not limited to, the original submission, supporting documents, recommendation by the Merit Review Board, evaluation and decision connected to an appeal, and related correspondence with the VA facility.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final decision or action.
Retention Period	Other: Destroy no sooner than 3 years but no later than 5 years after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0019	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Merit Review FACA Committee Files

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Date Approved: 07/10/2015
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Item Description	Records related to advisory committees established by agency authority and subject to the Federal Advisory Committee Act (FACA) that engage in scientific peer review of VA research-related activities. Records include, but are not limited to, Federal Register Notices, original and renewed committee charters, nomination packages, conflict of interest statements, membership rosters, meeting agendas and minutes, certificates of appreciation, and related documents. These records are maintained by the individual service areas and programs in ORD. NOTE (1): For advisory committees subject to FACA that do not engage in scientific peer review, please refer to the General Records Schedule issued by NARA. Note (2): Request an exception to GRS 26 for the permanent portion of the FACA records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year when the original, renewed or amended committee charter expires.
Retention Period	Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP) : VA Central IRB Protocol Files
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Group Description	Files related to the review and oversight of human subjects research protocols submitted by VA investigators to the VA Central IRB. Records include, but are not limited to, the application to the VA Central IRB; research protocol and amendments; case report forms; informed consent template and HIPAA Authorization template; reports of adverse events, complaints and deviations from IRB-approved protocol; data and safety monitoring reports; research findings to date; and all relevant documents and related correspondence between the VA Central IRB and the investigators in the review of an associated protocol.
DAA-0015-2015-0004-0020 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Protocols Approved by VA Central IRB
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after the research project has been completed or terminated.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0021 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Protocols Disapproved by VA Central IRB or Withdrawn by the Investigator
Is this item media neutral?	Yes
Is this item a Big Bucket?	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after the research project has been disapproved or withdrawn.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP) : VA Central IRB Operating Files
Group Description	Files related to the ongoing operations of the VA Central IRB.
DAA-0015-2015-0004-0022	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Implementation Records
Item Description	Records include, but are not limited to, agreements by VA facilities to use the VA Central IRB as the IRB of record; standard operating procedures, policies and educational materials; documents assessing the effectiveness of the IRB and compliance with all regulatory requirements; and related correspondence not specific to an individual protocol.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	RCS 10-1
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action, expiration, or when superseded.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0023 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Committee Records
Item Description	Records include, but are not limited to, VA Central IRB membership rosters, appointment letters, committee minutes, curricula vitae, training records and related documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action, expiration, or when superseded.
Retention Period	Destroy 6 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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Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Group Title	VA Central Institutional Review Board (IRB) and VA Central Office (VACO) Human Research Protection Program (HRPP)
Group Description	This section covers records relating to VA's adoption and implementation of the Federal Policy (Common Rule) for the Protection of Human Subjects (1991) that requires assurances and IRB approval of human subjects research conducted by VA to protect the rights and welfare of human research subjects. ORD is responsible for the review, management and oversight of the VA Central IRB and Human Research Protection Program (HRPP) for VA Central Office.
DAA-0015-2015-0004-0024	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	VACO Human Research Protection Program (HRPP) Files
Item Description	Files related to the operations of the Human Research Protection Program (HRPP) for VA Central Office and its Federalwide Assurance. Records include, but are not limited to, assurance application submitted to ORO and HHS Office of Human Research Protection (OHRP) for review and approval; documents related to the registration of the VA Central IRB; VACO HRPP site visit reports from entities such as the Food and Drug Administration (FDA), OHRP, Inspector General, and ORO; reports of remedial plans and corrective actions taken to address any deficiencies; and all related documentation that demonstrates efforts to come into compliance with applicable policy and regulations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action, expiration, or when superseded.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	

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Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Human Research Protection Program (HRPP) Accreditation
Group Description	This section covers records relating to ORD's oversight of HRPP accreditation activities in VA facilities. Accreditation of a HRPP is obtained through the Accrediting Organization, which is an independent body that has developed standards of performance to assess compliance with the prevailing ethical, professional, and regulatory guidelines for the conduct of human subjects research.
DAA-0015-2015-0004-0025	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Accreditation Application Case Files
Item Description	Documents obtained or created by ORD, such as, initial and renewal applications; annual and interim reports; debriefing interview notes, agendas and minutes of meetings with the Accrediting Organization; tracking of accreditation visits and outcomes; and correspondence to/from the Accrediting Organization, HRPPs and affiliated institutions related to obtaining and maintaining HRPP accreditation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after accreditation cycle expires.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	

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Date Approved: 07/10/2015
Last Modified: 09/29/2023

Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0026 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Accrediting Organization Contract Files
Item Description	Files related to management of the Accrediting Organization under contract with VA to administer HRPP accreditation in VA facilities. Records consist of, but are not limited to, evaluation of contract performance including deliverables, reports, and problems or issues conveyed to the Accrediting Organization regarding their assessment of individual field facility HRPPs; and other correspondence to/from the Accrediting Organization.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year when the contract expires.
Retention Period	Destroy 7 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	VA Field Facility Research Program
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Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Group Description	This section covers records relating to the administration of intramural research programs and conduct of individual research projects at VA field facilities, some of which are funded by VA research appropriation. The research programs at each VA field facility are a decentralized program under the facility's direction. Policies for the administration of research programs and conduct of research are set by ORD.
DAA-0015-2015-0004-0027 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Documentation of Required Activities
Item Description	These files include, but are not limited, to documentation of required education by research staff; protocol activities including documents created or used in submitting protocols for funding, approval status from required research review committees, status (e.g., active or completed) of protocols, and protocol funding source; and research related agreements, such as memorandums of understanding and Cooperative Research and Development Agreements (CRADAs).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action or when superseded.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0028 STATUS: Active	
ITEM GENERAL INFORMATION	

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Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Item Title	Research Accreditation
Item Description	Records related to acquiring and maintaining accreditation for components of the facility's research program. The accreditations are for such components as the HRPP and the animal research program. Records include, but are not limited to, initial and renewal applications; annual and interim reports; tracking of accreditation visits and outcomes; and correspondence to/from the Accrediting Organization.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after accreditation cycle ends.
Retention Period	Destroy 2 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0029	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Research Publications
Item Description	Copies of publications resulting from funded and approved research activities.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	RCS 10-1
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after publication.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0030 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Veterinarian Medical Unit Files
Item Description	Records include, but are not limited to, sanitation records, daily room checks, feed/bedding invoices, temperature tapes (for the cage washes and autoclaves), health surveillance reports, HVAC performance data, cage cards, mortality reports, pest control reports, animal order invoices, quality assurance records (RODAC plates, ADP tests, etc.) and related documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	

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Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

GAO Approval Required	No
DAA-0015-2015-0004-0031 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Research Biosafety and Biosecurity Program Files
Item Description	Records related to research laboratory inspections, emergency response planning, information on chemicals or other hazardous substances, inventory of chemicals and other agents in use in research laboratories, and laboratory safety and security policies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0032 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Research Investigator Files
Item Description	Research records maintained by the investigator that span the entire lifecycle of the project and the records required by regulations such as the investigator's regulatory file. Records include, but are not limited to: • research protocol and all amended versions of the protocol; grant application; review committee correspondence (e.g., Institutional Review Board, Institutional Animal Care and Use Committee, Research & Development Committee) including documents approved by the review committees;

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Date Approved: 07/10/2015
Last Modified: 09/29/2023

- correspondence with ORD, regulatory entities, sponsor and/or funding source, correspondence;
- case report forms and supporting data (including, but not limited to, signed and dated informed consent forms and HIPAA authorization forms);
- documentation on each subject including informed consent, interactions with subjects by telephone or in person, observations, interventions, and other data relevant to the research study;
- data collected during the research including photos, video recordings, and voice recording, all derivative data, and derivative databases;
- list of all subjects entered in the study and the cross-walk connecting the subjects name with the code used for each subject; subject compensation records;
- reports of adverse events, complaints and deviations from IRB-approved protocol;
- data analyses;
- codes and keys used to de- identify and re-identify subjects' PHI;
- reports (including, but not limited to, abstracts and other publications);
- research study correspondence not involving ORD, Office of Research Oversight (ORO), sponsor, or funding source;
- correspondence and written agreements with the funding source or sponsor, ORD and applicable oversight entities such as IRB, Research and Development (R&D) Committee, VA Office of Research and Oversight (ORO), VA Office of Human Research Protections (OHRP) and FDA;
- research study correspondence not involving ORD, Office of Research Oversight (ORO), sponsor, or funding source;
- signed and dated forms submitted to regulatory agencies
- investigator's brochure;
- records related to the investigational drugs such as drug accountability records;
- monitoring and audit reports such as Data Safety Monitoring Board Reports and audits by oversight entities;
- documents related to budget and funding;
- other forms required by policy and regulation;

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	Note: If the investigator leaves VA, all research records are retained by the VA facility where the research was conducted. If the grant is ongoing and the investigator leaves one VA facility to go to another VA facility, the investigator must obtain approval for a copy of relevant materials to be provided to the new VA facility's research office. The investigator is not the grantee, nor does the investigator own the data.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after completion of the research project.
Retention Period	Other: Destroy 6 years after cutoff, may retain longer if required by other Federal regulations.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	VA Field Facility Research Program : Research Review Committee and Subcommittee Protocol Files
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Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Group Description	Committee and subcommittee files related to the review and oversight of research protocols submitted by VA investigators for research conducted at the field facility. The committees and subcommittees include, but are not limited to, the Research & Development (R&D) Committee, the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), the Subcommittee on Research Safety, and the Institutional Biosafety Committee. Records include, but are not limited to, the application to the VA Central IRB; research protocol and amendments; case report forms; reports of adverse events, complaints and deviations from the approved protocol; data and safety monitoring reports; research findings to date; and all relevant documents and related correspondence between the committee and the investigators in the review of an associated protocol.
DAA-0015-2015-0004-0033 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Protocols Approved by the Committee or Subcommittee
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after the research project has been completed or terminated.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0034 STATUS: Active	
ITEM GENERAL INFORMATION	

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Records Schedule Number: DAA-0015-2015-0004

Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Item Title	Protocols Disapproved by the Committee or Subcommittee or Withdrawn by the Investigator
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after the research project has been disapproved or withdrawn.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	VA Field Facility Research Program : Research Review Committee or Subcommittee Operating Files
Group Description	Files related to the ongoing operations of the review committees or subcommittees.
DAA-0015-2015-0004-0035	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Implementation Records
Item Description	Records include, but are not limited to, agreements by VA facilities to use a review committee or subcommittee from the affiliated university or other entity; standard operating procedures, policies and educational materials; documents assessing the effectiveness of the review committees or subcommittees and compliance with all regulatory requirements; and related correspondence not related to specific protocols received or created during the course of VA Central IRB operations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

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Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action, expiration, or when superseded.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0015-2015-0004-0036 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Review Committee or Subcommittee Records
Item Description	Records include, but are not limited to, membership rosters, appointment letters, curricula vitae, training records, meeting minutes and related documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New
Manual Title	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	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the fiscal year after final action, expiration, or when superseded.
Retention Period	Destroy 6 year(s) after cutoff.
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Status: APPROVED
Date Approved: 07/10/2015
Last Modified: 09/29/2023

Signatory Information

Action	User	Date
Approve	David Ferriero	07/10/2015