

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2016-0004

Status: INACTIVE
Date Approved: 08/12/2016

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	Academic Affiliations Case File Record
Additional Schedule Information	One of four statutory missions of the Department of Veterans Affairs (VA) is to conduct an education and training program for health professions trainees to enhance the quality of care provided to veteran patients within the Veterans Health Administration (VHA) healthcare system. In accordance with this mission. The VHA 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). Scope: 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.
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: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

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-0015-2016-0004

Item #	Title	Disposition
0001	VA Trainee System of Record : Clinical Trainee Onboarding Case File (CTOCF)	Temporary
0002	VA Trainee System of Record : Trainee Qualifications and Credentials Verification Letter (TQCVL)	Temporary

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Records Schedule Items

Group Title	VA Trainee System of Record
Group Description	In the absence of a standard VA trainee system of record (TSOR), VA convened a multidisciplinary, cross-organizational integrated project team (IPT) to develop VHA TSOR policy guidance. One of the major components of the TSOR process was to identify the required documents necessary to onboard clinical trainees at the facility level. The IPT conducted a comprehensive request for information of VHA's existing clinical trainee onboarding files in an effort to standardize the process and forms. The survey revealed considerable variation across VA Medical Centers regarding required onboarding documents as well as highly variable retention practices. As a result, the TSOR IPT analyzed, prioritized and consolidated the field results and conferred with the VA Office of General Counsel for recommending a standardized clinical trainee onboarding case file.
DAA-0015-2016-0004-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Clinical Trainee Onboarding Case File (CTOCF)
Item Description	Record Description: The Clinical Trainee Onboarding Case File (CTOCF) is a standard document set that VAMC's will utilize to onboard health professions education trainees. The case file requires VA Medical Centers to collect and retain the following documents for each clinical trainee: (1) Application for Health Professions Trainees, VA Form I 0-28500, (2) Declaration for Federal Employment, OF-306, (3) Appointment Letter, (4) Appointment Affidavit, SF-61, (5) Screening Checklist, VA Form10-0453, and (6) Employment Eligibility Form, I-9 if necessary. Other forms and documentation may be added to this case file in the future.
Is this item media neutral?	Yes

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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. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0015-2024-0007-0001 on 05/05/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff case file at the end of the academic year when training is completed.
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
DAA-0015-2016-0004-0002 STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Trainee Qualifications and Credentials Verification Letter (TQCVL)
Item Description	This letter will be used to certify the qualifications and credentials of the trainees accepted for participation in the respective VA training program: There are four types of TQCVL: (1) TQCVL from Affiliate (2) TQCVL from Non-Citizen Post Graduate Medical Dental (3) TQCVL from Non-Citizen Under Graduate Medical Dental (4) TQCVL from VA Sponsored Programs
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	New

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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. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0015-2024-0007-0002 on 05/05/2026.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of academic year training is completed.
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

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Signatory Information

Action	User	Date
Approve	David Ferriero	08/12/2016