

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2025-0021

Status: APPROVED
Date Approved: 07/15/2026

General Information

Agency or Establishment	Veterans Health Administration
Record/Scheduling Group	0015 - Records of the Department of Veterans Affairs
Records Schedule Applies To	Agency-wide
Schedule Subject	Non-Employee Health and Safety Records
Additional Schedule Information	The Veterans Health Administration (VHA) Employee Occupational Health (EOH) Program Office, Office of Occupational Safety and Health, requests a new records schedule for Non-Employee Occupational Individual Medical Case Files. VHA appoints a wide range of nonemployees including, but not limited to, without compensation appointees, temporary health professions trainees, dentists, research assistants, physicians, and volunteers who are not considered VHA paid employees. Non-employees of VHA who work in VA medical facilities are considered health care personnel and are held to the same standards as VHA paid employees (i.e., tuberculosis screening, immunization review, examinations and evaluations, employer required vaccinations, and enrollment into Occupational Safety and Health Administration [OSHA] medical surveillance programs). Non-employee medical records are unique because they are not associated with an Official Personnel Folder (OPF) and therefore require their own disposition authority. NOTE: This schedule does not apply to Veterans who receive care and services from the Department of Veteran Affairs. Care shall be taken to maintain separate occupational safety and health records for individuals who are Veteran-patients receiving care and services from the Veteran Health Administration. Records should not be co-mingled.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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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: 0

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Outline of Records Schedule Items for DAA-0015-2025-0021

Item #	Title	Disposition
0001	Non-Employee Occupational Individual Medical Case Files	Temporary

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Records Schedule Items

DAA-0015-2025-0021-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Non-Employee Occupational Individual Medical Case Files	
Item Description	Non-employees in VHA may include, but not limited to, without compensation appointees (i.e., physicians or research assistants), without compensation health professions trainees, without compensation appointees (i.e., volunteers in the Center for Development and Civic Engagement (CDCE) Program, and does not apply to Veteran patients who receive care and services from the Veterans Health Administration. Care will be taken to maintain separate medical records for non-employees who are also Veteran patients receiving care and services from VHA. Records are not to be co-mingled. VHA non-employee occupational individual medical case files are designated for the employee medical folder or SF-66 D. Includes agency directed administrative examinations, evaluations, occupational injury/illness. Occupational Safety and Health Administration (OSHA) records, medical surveillance records, infectious disease management, agency directed immunization records, personal/occupational health history, written opinions, documentation generated in the course of diagnosis and job related records, occupational exposure records.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	3015.14	
Manual Title	Non-Employee Occupational Individuals Medical Case Files	
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	Cut off after last encounter	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		

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

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	07/15/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.