Request for Records Disposition Authority

Records Schedule Number	DAA-0015-2014-0002
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	Major Subdivsion
Major Subdivision	Veterans Health Administration
Minor Subdivision	Environmental Programs Service (EPS) (10NA7)
Schedule Subject	Environment of Care (EOC) Master File/Database EOC Assessment and Compliance Tool
Internal agency concurrences will be provided	No

Background Information

The Department of Veterans Affairs (VA) VHA requires each VA Medical Center (VAMC) to conduct EOC Rounds at each VAMC health care facility, to include Community Based Outpatient Clinics (CBOC). These EOC rounds are performed at a minimum of twice per fiscal year (FY) to meet The Joint Commission (TJC) Elements of Performance for Environment of Care EC.04.01.01 - Organizational Monitoring.

Designated VHA employees manage EOC compliance as it relates to patient care activities, capturing deficiency data in real-time to identify potential patient safety risks or other EOC issues and generating time-sensitive corrective actions. Currently EOC records are created and maintained by service lines/program offices at the VA medical facilities in both paper and electronic form. EPS is phasing in a new automated system to capture all facility EOC records in a standard electronic format and to store all records in a central location at the AITC by June 2014. As the facility EOC records are input to the Master File/Database, the dispositions below will be applied.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0015-2014-0002

Sequence Number	
1	Environment of Care (EOC) Master File/Database
1.1	Environment of Care (EOC) Master File/Database Disposition Authority Number: DAA-0015-2014-0002-0001

Records Schedule Items

Sequence Number	
1	Environment of Care (EOC) Master File/Database EOC Assessment and Compliance Tool
1.1	Environment of Care (EOC) Master File/Database

Disposition Authority Number   DAA-0015-2014-0002-0001

The EOC master file/database contains all of the information/data from each facility's EOC Assessment and Compliance Tool. The master file/database records are in electronic format and stored on VA servers at the Austin Information Technology Center (AITC).

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?	Yes

Disposition Instruction

Cutoff Instruction	Cutoff at the end of the calender year
Retention Period	Destroy 10 year(s) after moved to the master file/database.

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
01/24/2014	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
01/31/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
04/09/2014	Submit For Certification	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
04/10/2014	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
06/13/2014	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/18/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/19/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist