

Request for Records Disposition Authority

Records Schedule Number **DAA-0015-2016-0004**

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 Subdivision**

Major Subdivision **Veterans Health Administration**

Schedule Subject **Academic Affiliations Case File Record**

Internal agency concurrences will
be provided **No**

Background 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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0015-2016-0004

Sequence Number	
1	VA Trainee System of Record
1.1	Clinical Trainee Onboarding Case File (CTOCF) Disposition Authority Number: DAA-0015-2016-0004-0001
1.2	Trainee Qualifications and Credentials Verification Letter (TQCVL) Disposition Authority Number: DAA-0015-2016-0004-0002

Records Schedule Items

Sequence Number					
1	<p>VA Trainee System of Record</p> <p>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.</p>				
1.1	<p>Clinical Trainee Onboarding Case File (CTOCF)</p> <p>Disposition Authority Number DAA-0015-2016-0004-0001</p> <p>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 Form 10-0453, and (6) Employment Eligibility Form, I-9 if necessary. Other forms and documentation may be added to this case file in the future.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" data-bbox="342 1634 1529 1740"> <tr> <th data-bbox="342 1634 938 1683">Manual Citation</th><th data-bbox="938 1634 1529 1683">Manual Title</th></tr> <tr> <td data-bbox="342 1683 938 1740">New</td><td data-bbox="938 1683 1529 1740">Records Control Schedule (RCS 10-1)</td></tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff case file at the end of the academic year when training is completed.</p>	Manual Citation	Manual Title	New	Records Control Schedule (RCS 10-1)
Manual Citation	Manual Title				
New	Records Control Schedule (RCS 10-1)				

1.2

Transfer to Inactive Storage

Transfer to Federal Record Center (FRC) when 7 years old.

Retention Period

Destroy 25 year(s) after cutoff

Additional Information

GAO Approval

Not Required

Trainee Qualifications and Credentials Verification Letter (TQCVL)

Disposition Authority Number

DAA-0015-2016-0004-0002

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

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?

No

Manual Citation	Manual Title
New	Records Control Schedule (RCS 10-1)

Disposition Instruction

Cutoff Instruction

Cutoff at end of academic year training is completed.

Retention Period

Destroy 5 year(s) after cutoff

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
04/07/2016	Certify	Matthew Staden	Records Officer	Veterans Health Administration - Records Management
08/08/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist