

## Request for Records Disposition Authority

|   |   |
|---|---|
| Records Schedule Number                       | DAA-0015-2016-0007  |
| 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                              | The United States Department of Veterans Affairs Police Uniformed Law Enforcement Service   |
| Internal agency concurrences will be provided | No  |
| Background Information                        | <p>The United States Department of Veterans Affairs Police is the uniformed law enforcement service of the U.S. Department of Veterans Affairs (VA), responsible for the protection of the VA Medical Centers (VAMC) and other facilities such as VA hospitals, Outpatient Clinics (OPC) and Community Based Outpatient Clinics (CBOC) operated by United States Department of Veterans Affairs and its subsidiary components of the Veterans Health Administration (VHA) as well as the National Cemetery Administration (NCA) and the Veterans Benefits Administration (VBA) respectively. The VA Police have several divisions and operate separately but alongside the VA Law Enforcement Training Center (VA LETC) under the umbrella of the Office of Security and Law Enforcement (OS&amp;LE). The primary role of VA Police is to serve as a protective uniformed police force in order to deter and prevent crime, maintain order, and investigate crimes (ranging from summary to felony offenses) which may have occurred within the jurisdiction of the Department or its federal assets. Some cases are investigated in conjunction with agents from the VA Office of the Inspector General (OIG).</p> <p>The Deputy Assistant Secretary of the OS&amp;LE is responsible for the VA Police Service operational regulations, regulatory oversight of the VA Police Service, and development of training standards for the VA Police Service. The Director of Police Services provides national oversight and investigative guidance to independent VA Police Service programs throughout the United States. The Director of the VA LETC establishes annual, semi-annual, quarterly, and monthly training standards for VA Police Officers. The LETC provides initial basic entry training for VA Police Officers, advance law enforcement programs, and field Police Officer instructor programs. The VA Police</p> |

Service upper level management and specialty positions other than Police Officer include (in no particular order): Chief of Police, Deputy Chief of Police, Detective and Special Agent (Criminal Investigator). Other semi standardized rank structures above Police Officer are developed within each VA Police Service at the local level. These serve to reflect job title, function, and/or role and range from Corporal to Chief. The VA Police also maintain groups of specialty service elements such as K-9, bicycle, electrical and motorized patrols.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 6                                 | 0                                     | 6                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0015-2016-0007

| Sequence Number |   |
|-----------------|---|
| 1               | <b>CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM</b>  |
| 1.1             | VA Police Badge and Training Records System-VA, Description of the Systems of Records/Software<br>Disposition Authority Number: DAA-0015-2016-0007-0001 |
| 1.2             | Police and Security Records-VA/ Police and Security Software Package (PSSP)<br>Disposition Authority Number: DAA-0015-2016-0007-0002                    |
| 2               | <b>Video monitoring Records</b>   |
| 2.1             | Routine Monitoring<br>Disposition Authority Number: DAA-0015-2016-0007-0003   |
| 2.2             | Records Consisting of Electronic Video of Significant Incidents<br>Disposition Authority Number: DAA-0015-2016-0007-0004                                |
| 3               | <b>Firearm/weapon Control Records</b><br>Disposition Authority Number: DAA-0015-2016-0007-0005  |
| 4               | <b>Evidence Ledger and Evidence Custody Files</b><br>Disposition Authority Number: DAA-0015-2016-0007-0006  |

## Records Schedule Items

| Sequence Number |  |                 |              |     |                                     |
|-----------------|--|-----------------|--------------|-----|-------------------------------------|
| 1               | <p><b>CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM</b></p> <p>Veterans, VA Police officers, U.S. government employees, retirees, contractors, subcontractors, volunteers, and other individuals, including private citizens, who:</p> <p>1. Have been a complainant, a witness, a victim, or a subject of an investigation of a violation or of an alleged violation of a law on VA property; 2. Have been a witness or a victim when there has been a VA police response to a report of a missing patient; 3. Have been witness to, or involved in, a motor vehicle accident on VA property; 4. Have been a witness, victim, or subject when there has been a VA police response to provide assistance to VA employees; 5. Have registered a motor vehicle with VA police; 6. Have had property confiscated by VA police or whose property has been given to VA police for safekeeping; or 7. For whom a VA identification card has been prepared.</p>   |                 |              |     |                                     |
| 1.1             | <p><b>VA Police Badge and Training Records System-VA, Description of the Systems of Records/Software</b></p> <p>Disposition Authority Number      DAA-0015-2016-0007-0001</p> <p>This system of records contains information regarding VA Police Officers who have attended the Basic VA Police Training Course and supplemental professional training held at the VA Law Enforcement Training Center.</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><tr><td>Manual Citation</td><td>Manual Title</td></tr><tr><td>New</td><td>Records Control Schedule (RCS 10-1)</td></tr></table> <p>Disposition Instruction</p> <p>Retention Period      Destroy 5 years after separation or immediately after death.</p> <p>Additional Information</p> <p>GAO Approval      Not Required</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             | <p><b>Police and Security Records-VA/ Police and Security Software Package (PSSP)</b></p>  |                 |              |     |                                     |

Disposition Authority Number DAA-0015-2016-0007-0002

The records contained in the system will be comprised contains; offense reports, violations, motor vehicle registrations, wants and warrants, police daily operations journal, and police officer training records), photographs, investigative reports, accident reports, information on identification cards, records of evidence and property, and records of citations. The authority to maintain these records is Title 38, United States Code (U.S.C.), Section 501 and 901–905.

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 records at end of calendar year (CY). Privacy; 73 FR 74580

Retention Period Destroy 25 year(s) after cutoff.

#### Additional Information

GAO Approval Not Required

#### Video monitoring Records

Pertains to facility video cameras/systems capable of capturing and storing video records in electronic format that are used to provide monitoring of a facility; open and covered parking lots and garages, outside grounds, facility entry area, internal hallways, pharmacies, storage areas, basements, engineering control rooms, canteen/retail store, computer/data processing areas, clinical laboratories, common areas, and other areas deemed appropriate to provide security and patient/ staff safety. Close Circuit Television ( CCTV) digital video recorder (DVR) does not require any human interaction for normal operation, recording video on an continuous loop. The CCTV system is normally configured once. Then it is left alone until an incident occurs.

#### Routine Monitoring

Disposition Authority Number DAA-0015-2016-0007-0003

2

2.1

Records consisting of electronic video monitoring data captured and stored in electronic format, of monitored locations in which no event has occurred as defined in subparagraphs 1b.

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 midnight

Retention Period Recorded video is destroyed 30 days after cutoff or when no longer needed whichever comes later.

#### Additional Information

GAO Approval Not Required

#### Records Consisting of Electronic Video of Significant Incidents

Disposition Authority Number DAA-0015-2016-0007-0004

monitoring data captured and stored in electronic format during facility daily operations where a significant or catastrophic event occurs such as but not limited to, criminal activity, fire, accidents, natural disaster etc.; or which event which is identified at the time as having possible legal, safety, political or media implications.

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

| Manual Citation | Manual Title |
|-----------------|--------------|
|-----------------|--------------|

2.2

3

|     |                                     |
|-----|-------------------------------------|
| New | Records Control Schedule (RCS 10-1) |
|-----|-------------------------------------|

**Disposition Instruction**

Cutoff Instruction Cutoff at end of the significant or catastrophic event.

Retention Period Destroy when 3 years old or when legal case, criminal case, or operational analysis is completed whichever is later.

**Additional Information**

GAO Approval Not Required

**Firearm/weapon Control Records**

Disposition Authority Number DAA-0015-2016-0007-0005

Firearm/weapons historical maintenance files, these file contains; mechanical issues forms, routine maintenance schedule forms and other historical tracking forms and correspondence pertaining to the serviceability and maintenance of the firearm.

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 When destruction/disposal of firearm/weapon.

Retention Period Destroy 3 months after cutoff.

**Additional Information**

GAO Approval Not Required

4

**Evidence Ledger and Evidence Custody Files**

Disposition Authority Number DAA-0015-2016-0007-0006

Evidence ledger and evidence custody files are documents created by the US Department of Veterans Affairs (VA), Office of Security and Law Enforcement. They consist of documents showing the description, receipt, and disposition

of physical property held as evidence by the VA Police Service, Detectives, and Criminal, Investigators for the tracking and maintaining the custody of evidence is used for the tracking and maintaining the custody of evidence through investigative process which included VA Police evidence storage, civil and criminal investigations, crime labs, and the US Court System both locally and federal courts. Evidence files consist of a) VA Police Evidence or Property Tag VA Form 3524a, b) VA Police Property Held Evidence Record, VA Form 352 ) A bound evidence ledger.

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? No

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

**Disposition Instruction**

Cutoff Instruction Cutoff and the end of the calendar year (CY)

Retention Period Destroy after evidence/property final disposal action.

**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   |
|------------|------------------------|------------------|---|--|
| 08/24/2016 | Certify                | Matthew Staden   | Records Officer                         | Veterans Health Administration - Records Management                        |
| 05/24/2017 | Submit for Concurrence | David Weber      | Senior Appraisal Archivist              | National Archives and Records Administration - Records Management Services |
| 06/07/2017 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 06/07/2017 | Concur                 | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services     |
| 06/11/2017 | Approve                | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist                          |