

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2018-0002

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 Subdivision

Major Subdivision VACO

Minor Subdivision Office of the Secretary

Schedule Subject Veterans Affairs Integrated Enterprise Workflow Solution (VIEWS)

Internal agency concurrences will be provided Yes

Background Information

The VA is developing VIEWS to replace disparate legacy tracking processes and tools, and VIEWS will be VA's official enterprise-wide repository/record for all official task management, workflow, concurrence, casework, project tracking, document management, data repository, and reporting capabilities. This schedule applies to VIEWS and to predecessor task management systems whose records have been maintained since VA adopted such systems in 1995. This schedule will also apply to future tracking systems. VIEWS does not replace existing record schedule requirements. Records in VIEWS other than the High Value Primary Program Files identified in this schedule are non-record convenience copies and will be maintained as long as required for agency business.

Analysis: The system owner for VIEWS is the Office of the Secretary of Veterans Affairs, and the business owner is the Office of the Executive Secretary. VIEWS will provide the Department with robust reporting and business intelligence capabilities to drive informed decision-making. VIEWS is a commercial-off-the shelf solution with minimal VA-specific modifications. VIEWS may maintain primary documents as well as responses from subject matter experts and decision makers throughout the VA, including but not limited to:

- Routine packages/actions (memos, informal letters, awards, delegations of authority, etc.)
- Congressional correspondence (letters, requests for information, questions for the record, briefing requests, testimony, mandated reports etc.)
- Casemail
- Freedom Of Information Act (FOIA) requests
- Constituent/case mail/casework

- Government Accountability Office reports
- Inspector General reports
- Office of Special Counsel reports
- Media engagements/inquiries
- Travel/engagements/invitations
- Office of General Counsel casework
- Office of Accountability and Whistleblower Protection casework
- Diversity, inclusion and employee engagement
- Labor management relations
- Office of Employment Discrimination Complaint Adjudication casework
- VA Functional Organizational Manual (FOM)
- VA Publication coordination
- Any related type of work an office needs to track

VIEWS will NOT maintain:

- Records to track medical/health or benefits claims (but needs to support Veterans' case mail and hotline queries that relate to benefits and claims)
 - Veterans case management (but may potentially include Veterans-specific information)
 - Procurement and financial actions (unless offices define a need/desire to add or link to this effort)
- Ethics and personnel/labor relations records whose disposition is governed by statutes and GRS requirements

Item Count

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

GAO Approval

Outline of Records Schedule Items for DAA-0015-2018-0002

Sequence Number	
1	Primary Program Files of VA Program Offices
1.1	High Value Primary Program Records Maintained in VIEWS and Predecessor Systems Disposition Authority Number: DAA-0015-2018-0002-0001

Records Schedule Items

Sequence Number													
1	<p>Primary Program Files of VA Program Offices Program Offices may be found at VA Central Office in Washington DC or in other locations such as medical centers and regional offices throughout the United States. Program Offices may be led by a member of the Senior Executive Service (SES) or a General Schedule (GS) 15. This records schedule applies to PERMANENT items. Records not identified as High Value are convenience copies of records maintained elsewhere under VA records schedules, with flexibility for retention according to business need built into the temporary item. The system employed to manage VIEWS will maintain the records organized based on the records' meta-data. This disposition applies to the predecessor tracking systems that VA has employed since 1995, including DTS, EDMS, CSIMS, WebCIMS, and VAIQ/Sims.</p>												
1.1	<p>High Value Primary Program Records Maintained in VIEWS and Predecessor Systems</p> <p>Disposition Authority Number DAA-0015-2018-0002-0001</p> <p>Program office primary program records may include the following, but are not limited, to: all documents signed off on by mast-head VA employees and/or if these records meet the following requirements: •Programs specially listed in the Secretary of VA goals and/or specifically listed in the goals of the VA Deputy Secretary, Undersecretaries or Assistant Secretaries. •High level plans and policies that affect the long term ((25) years) delivery of healthcare and benefits to Veterans and their families. •Programs specially ordered by the President through Executive Order or Congress of the United States. •Briefings or reports to Congress of new VA policies or innovations that have a major impact on benefits delivered by VA.</p> <table> <tr> <td>Final Disposition</td><td>Permanent</td></tr> <tr> <td>Item Status</td><td>Active</td></tr> <tr> <td>Is this item media neutral?</td><td>No</td></tr> <tr> <td>Explanation of limitation</td><td>These are electronic records only.</td></tr> <tr> <td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr> <tr> <td>Do any of the records covered by this item exist as structured electronic data?</td><td>No</td></tr> </table> <p>Disposition Instruction</p>	Final Disposition	Permanent	Item Status	Active	Is this item media neutral?	No	Explanation of limitation	These are electronic records only.	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
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If this item has multiple sections,
indicate here records to which
this section apply

Electronic Records

Cutoff Instruction

Cut off annually records for which there is no longer a
business need.

Transfer to the National Archives
for Accessioning

Transfer to the National Archives 15 year(s) after
cutoff

Additional Information

First year of records accumulation 1995

What will be the date span of the
initial transfer of records to the
National Archives?

From 1995 To 2002

How frequently will your agency
transfer these records to the
National Archives?

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 GB	10 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

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
01/09/2018	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
02/05/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/08/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/12/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/13/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist