

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0015-2018-0003**

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      **Office of Secretary**

Minor Subdivision      **Office of Small and Disadvantaged Business Utilization**

Schedule Subject      **U.S. Department of Veterans Affairs Office of Small and Disadvantaged Business Utilization (OSDBU)**

Internal agency concurrences will be provided      **No**

Background Information      **The VA Office of Small and Disadvantaged Business Utilization (OSDBU) mission is to enable Veterans to gain access to economic opportunity by leveraging the federal procurement system and expanding participation of procurement-ready small businesses.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

## Outline of Records Schedule Items for DAA-0015-2018-0003

Sequence Number	
1	CVE Verification, Evaluation, and Determination Documents used for the verification process
1.1	Certified documents from Center of Verification and Evaluation (CVE) Disposition Authority Number: DAA-0015-2018-0003-0001
1.2	Documents needed to verify a business Disposition Authority Number: DAA-0015-2018-0003-0002
1.3	Communication between the business and/or business owner/s to Center of Verification and Evaluation (CVE) Disposition Authority Number: DAA-0015-2018-0003-0003
1.4	Protest Files Disposition Authority Number: DAA-0015-2018-0003-0004

## Records Schedule Items

Sequence Number					
1	<p><b>CVE Verification, Evaluation, and Determination Documents used for the verification process</b></p> <p>Center of Verification and Evaluation (CVE) is a program office in the Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU). CVE's primary role is to provide verification to Veteran-Owned Small Businesses (VOSB) and Service-Disabled Veteran-Owned Small Businesses (SDVOSB) seeking to do business with VA. CVE is the only organization within the Federal government with an independent verification process (VetBiz Case Management System or VCMS) to validate Veteran status and other eligibility criterion for VOSBs and SDVOSBs prior to participation in the procurement system. Firms approved as eligible for verified VOSB or SDVOSB status are registered in CVE's Vendor Information Pages (VIP) database, which is used for VA contract set-asides. CVE enables VOSBs to expand their opportunities within the Federal marketplace and enables VA to achieve its small business and socioeconomic procurement goals. Note: Destroy immediately All paper files that has been scanned and converted into a digital file to the VCMS.</p>				
1.1	<p><b>Certified documents from Center of Verification and Evaluation (CVE)</b></p> <p>Disposition Authority Number      DAA-0015-2018-0003-0001</p> <p><b>Any certified documents from CVE to a business/business owner notifying them on the approval or denial of a business after the verification process</b></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"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>New</td><td>RCS 006-1</td></tr></tbody></table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction      7 years from last modified or updated.</p> <p>Retention Period      Destroy 7 year(s) after All electronic data that has been entered into the recordkeeping system.</p> <p><b>Additional Information</b></p>	Manual Citation	Manual Title	New	RCS 006-1
Manual Citation	Manual Title				
New	RCS 006-1				

1.2

GAO Approval Not Required

Documents needed to verify a business

Disposition Authority Number DAA-0015-2018-0003-0002

All paper and electronic files to show veteran ownership of a business. Documents include-Federal and State tax returns, finances, business licenses, permits, resumes, scope of work, payroll distributions, copies of contracts, ownership documents and any other type of documentation that is needed to verify a business and stored in the VCMS or (VetBiz Case Management System). CVE documents such as policies that are created to be office specific that are stored on VA shared drive or SharePoint

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	RCS 006-1

Disposition Instruction

Cutoff Instruction 7 years from last modified or updated

Retention Period Destroy year(s) after

Additional Information

GAO Approval Not Required

1.3

Communication between the business and/or business owner/s to Center of Verification and Evaluation (CVE)

Disposition Authority Number DAA-0015-2018-0003-0003

Any communication between the business and/or business owner/s to CVE on any matter of the verification process, approval, denial, request for additional information etc. must be kept with the business profile.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
New	RCS 006-1

#### Disposition Instruction

Cutoff Instruction 7 years from last modified or updated

Retention Period Destroy 7 year(s) after All electronic data that has been entered into the recordkeeping system. Retention starts 7 years from last modified or updated.

#### Additional Information

GAO Approval Not Required

#### Protest Files

Disposition Authority Number DAA-0015-2018-0003-0004

Any form of communication and documentation of companies that are protesting the decision of CVE

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	RCS 006-1

#### Disposition Instruction

Cutoff Instruction Cutoff 7 years after last modified or updated

Retention Period Destroy 7 year(s) after All electronic data that has been entered into the recordkeeping system. Retention starts 7 years from last modified or updated.

#### Additional Information

GAO Approval Not Required

1.4

## 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
08/01/2018	Certify	Martin Hill	Program Management Office	Office of Information and Technology - Enterprise Records Service
07/25/2019	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/31/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/01/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist