

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2021-0009

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 National Cemetery Administration

Minor Subdivision Cemetery Operations

Schedule Subject NCA Geographic Information System (GIS) National Cemetery Boundary Information

Internal agency concurrences will be provided No

Background Information

Background;
The records within the National Cemetery Administration (NCA) Geographic Information System (GIS) National Cemetery Boundary Information; contain electronic information on the physical address, phone number, longitude and latitude of the address, and zip code of all National Cemeteries. The boundary data is updated as needed when there are cemetery expansions, new cemetery development, cemetery transfers, and corrections to the original boundary data provided by USGS. Typically, there are 2-5 updates to the boundary data layer per year.
The original GIS boundary information and data for all national cemeteries is maintained by NCA Cemetery Development & Improvement Service and will be provided to VA Data Governance and Analysis Office.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0015-2021-0009

| Sequence Number | |
|-----------------|---|
| 1 | NCA Geographic Information System (GIS) National Cemetery Boundary Information Disposition Authority Number: DAA-0015-2021-0009-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|---|
| 1 | <p>NCA Geographic Information System (GIS) National Cemetery Boundary Information</p> <p>Disposition Authority Number DAA-0015-2021-0009-0001</p> <p>The records within the National Cemetery Administration (NCA) Geographic Information System (GIS) National Cemetery Boundary Information; contain electronic information on the physical address, phone number, longitude and latitude of the address, and zip code of all National Cemeteries</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off when Information is entered into system</p> <p>Transfer to Inactive Storage Retain in electronic format for 15 years after GIS boundary record is entered into the system</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 15 year(s) after block closes</p> <p>Additional Information</p> <p>First year of records accumulation 2015</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2020</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p> |

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 |
|------------|------------------------|------------------|---|---|
| 12/03/2021 | Certify | Martin Hill | Program Analyst | Office of Information and Technology - Enterprise Records Service |
| 06/30/2022 | Submit for Concurrency | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 07/06/2022 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 07/06/2022 | Concur | Laurence Brewer | Chief Records Officer | National Records and Archives Administration - National Records and Archives Administration |
| 07/12/2022 | Approve | Debra Wall | Deputy Archivist | National Archives and Records Administration - ND Archives I Office |