

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2024-0007

Status: APPROVED
Date Approved: 05/05/2026

General Information

Agency or Establishment	Veterans Health Administration
Record/Scheduling Group	0015 - Records of the Department of Veterans Affairs
Records Schedule Applies To	Agency-wide
Schedule Subject	Office of Academic Affiliation (OAA)
Additional Schedule Information	<p>As one of four statutory missions, the Department of Veterans Affairs (VA) educates and trains health professionals to enhance the quality of and timely access to care provided to Veterans within the Veterans Health Administration (VHA) healthcare system. To achieve this mission, "To educate for VA and the Nation", the VA has conducted health professions education and training in partnership with affiliated U.S. academic institutions for the past 78 years in accordance with the landmark 1946 Policy Memorandum No. 2.</p> <p>Title 38 U.S.C. Section 7302 mandates that VA assist in carrying out a "program of education and training of health personnel" for its own needs and those of the nation. Overseen by the Office of Academic Affiliations (OAA), this mandate spurred the significant growth in the depth and breadth of health professions education in the VA, which is now the largest provider of health professions education and training and second largest funder of graduate medical education in the United States.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 3

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0015-2024-0007

Item #	Title	Disposition
0001	Account Provisioning Deprovisioning System (APDS)	Temporary
0002	Trainee Qualifications and Credentials Verification Letters (TQCVL).	Temporary
0003	Evaluate Health Professions Trainees (HPTs) Clinical Recordings	Temporary

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Records Schedule Items

DAA-0015-2024-0007-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Account Provisioning Deprovisioning System (APDS)	
Item Description	<p>User provisioning is the process of associating a digital identity with one or more resource access accounts, which may serve as records for user data and permissions. This may include the creation, modification, deletion, suspension, or restoration of such accounts and also synchronizing user data.</p> <p>The case file requires VA Medical Centers to collect and retain the following documents for each clinical trainee:</p> <ul style="list-style-type: none"> Application for Health Professions Trainees (VA Form 10-2850D) Declaration for Federal Employment (OF-306) Appointment Letter/ Job Offer Letter Appointment Affidavit (SF-61) Employment Eligibility Form (I-9), if necessary <p>Other forms and documentation may be added to this case file in the future.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1140.1	
Manual Title	Account Provisioning Deprovisioning System (APDS)	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0015-2016-0004-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after Academic Year	
Retention Period	Other: Destroy 25 years after cutoff.	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0015-2024-0007-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Trainee Qualifications and Credentials Verification Letters (TQCVL).	
Item Description	This letter will be used to certify the qualifications and credentials of the trainees accepted for participation in the respective VA training program.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	1140.2	
Manual Title	Trainee Qualifications and Credentials Verification Letters (TQCVL).	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0015-2016-0004-0002	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after end of academic year	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0015-2024-0007-0003		STATUS: Active
ITEM GENERAL INFORMATION		

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Item Title	Evaluate Health Professions Trainees (HPTs) Clinical Recordings
Item Description	Clinical recordings used to evaluate Health Professions Trainees (HPTs). The recordings are useful for VA clinical facilities engaged in health professions education of some disciplines based on accreditation requirements. The recordings is a tool used by supervisors to evaluate the HPTs during patient care. The recordings are not part of the patient education or patients health record.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	1140.4
Manual Title	Clinical recording utilized to evaluate health professions trainees
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off after Academic year
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	05/05/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.