

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0015-2025-0025

Status: CERTIFIED - NOT APPROVED FOR USE

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## 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	Chaplain Services
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: 1

Number of Temporary disposition items: 1

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-0015-2025-0025

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Chaplain General Name File	Temporary

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Records Schedule Items

<b>DAA-0015-2025-0025-0001</b>		<b>STATUS: Pending</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Chaplain General Name File	
Item Description	Letters to and from patients, their relatives and friends, letters to religious letters to religious and service organizations, condolence letters and thank-you letters, letters to private individuals and organizations regarding the work of the Chaplain's program, other general name correspondence pertaining to patients and chaplain Services.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	1120.1	
Manual Title	Chaplain General Name File	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
II-NN-3270	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Other: Destroy 2 years after cutoff.	
<b>ADDITIONAL INFORMATION</b>		
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
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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.