



**DEPARTMENT OF VETERANS AFFAIRS**  
**Center for Verification and Evaluation**  
**Washington, DC 20420**

In Reply Refer To: 00VE

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## **White Paper**

The Center for Verification and Evaluation (CVE) has created a sustainable, comprehensive records management system. This system is in accordance and compliance with the National Archives and Records Administration (NARA) guidelines, the Paperwork Reduction Act of 1995, and the November 28, 2011 Managing Government Records Presidential Memorandum. CVE has implemented the major tenants of the Presidential Memorandum and NARA's requirements in order to establish a sound records management program which supports the principles of transparency, efficiency and accountability.

### **Require Electronic Recordkeeping to Ensure Transparency, Efficiency and Accountability**

Well managed records protect the rights and interests of the Veteran community and hold officials accountable for their actions. This requires a dedicated team to provide oversight, keen judgment, and attention to detail. CVE designated a Chief Records Management Officer who reports to the program director. The officer worked with all teams within the Verification Program to transition records to an electronic format, to the fullest extent possible. Additionally, the Records Management Officer manages both permanent and temporary records in an electronic file structure.

Specifically, CVE has implemented a program which encompasses the following:

- Security and control of records
- File structure which ensures records are easily retrievable
- File plan that implements a records 'life cycle'
- Disposition system including efficient storage and destruction of records

Transitioning to an electronic recordkeeping system reduces costs and promotes openness and accountability.

### **Demonstrate Compliance with Federal Records Management Statutes and Regulations**

Compliance with federally mandated statutes and regulations is essential to transitioning to an electronic record keeping system. This requires creating systemic change by training staff to ensure all employees are aware of record keeping regulations and the processes used to store and save pertinent records.

These efforts are in line with NARA's Federal Records Management Certification Program and benefit the Veteran Business Community by improving CVE's overall performance, promoting openness, and holding CVE accountable through improved documentation of program actions and decisions. All of these steps contribute



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to CVEs motto: "World Class Professionals: Enabling Veteran Business Opportunities by Protecting the Veteran Advantage – One Vet at a Time."