

Manual M-11, Information Resources Management (Veterans Health Administration)

**Chapter 13, Data Archiving and Purging
(Paragraphs 13.01 through 13.05)**

This document includes:

Title page and p. ii for M-11, dated **January 17, 1995**

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**DEPARTMENT OF
VETERANS AFFAIRS**

INFORMATION RESOURCES MANAGEMENT

**M-11
January 17, 1995**

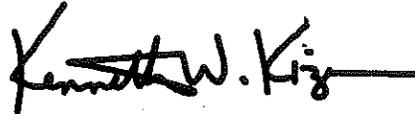
**Veterans Health Administration
Washington, DC 20420**

M-11

Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

January 17, 1995

The Department of Veterans Affairs, Veterans Health Administration Manual M-11, "Medical Information Resources Management," is published for the information and compliance of all concerned.

A handwritten signature in black ink that reads "Kenneth W. Kizer". The signature is written in a cursive style with a horizontal line extending to the right from the end of the name.

Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

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RESCISSIONS

The following material is rescinded:

Circulars/Directives

10-85-93
10-85-112
10-85-116
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CHAPTER 13. DATA ARCHIVING AND PURGING

13.01 PURPOSE

The purpose of this chapter is to provide policy and guidance governing the archiving and purging of data from Veterans Health Administration (VHA) computer systems. Policy in this chapter addresses the short-term Decentralized Hospital Computer Program (DHCP) data management issue and offers guidance for long-term solutions.

13.02 POLICY

a. Healthcare facilities shall take all steps necessary to ensure that the presence of historical data in the DHCP data bases does not adversely impact the ability to store current data, including patient and administrative data.

b. The paper record is currently the "official" patient record and therefore on-line data bases are not presently required to represent the sole medical record for legal proceedings. Consequently, record retention requirements do not necessarily pertain to on-line data bases as long as paper records exist to meet those needs. However, routine grandfather, father, son backup procedures and off-site storage do apply. In the absence of paper records, record retention requirements will apply to on-line data bases.

c. In recognition of short-term DHCP data storage limitations, all data elements representing completed actions and not subject to retention requirements will be considered purgeable after 90 days.

(1) If disk storage limitations are particularly severe, this period may be shortened on a case-by-case basis at the discretion of the Chief, Information Resources Management (IRM) Service.

(2) For data elements which must be retained beyond the 90-day time frame, it will be incumbent upon the Program Office to provide a written request with appropriate justification to the Director, Field Operations Service, Medical Information Resources Management Office (MIRMO).

d. All verified DHCP national software packages will support archiving and purging requirements in order to limit the size of DHCP data bases.

13.03 DEFINITIONS

a. **Archiving.** Archiving is a process to store historical data to off-line media with the capability to reload that data back into the production system or alternate systems, as required.

b. **Purging.** Purging is a process to delete obsolete data from data bases.

13.04 RESPONSIBILITIES

a. The Director, Field Operations Service, has oversight responsibility for implementing the policies and actions related to data archiving and purging.

b. The health care facility Director has overall responsibility for the archiving and purging of data from data bases within the facility.

c. The Chief, IRM Service, has responsibility for performing the necessary steps to purge and archive data from DHCP data bases, as recommended in the technical documentation provided with each DHCP national package.

13.05 PROCEDURES

The Program Office shall provide for each DHCP national package a written request with appropriate justification to the Director, Information Integration Service, MIRMO, for the archiving and purging requirements of data elements maintained by the package.

January 17, 1995

1. Transmitted is a new chapter to the Department of Veterans Affairs, Veterans Health Administration (VHA) Manual, M-11, "Information Resources Management," Chapter 13, "Data Archiving and Purging."
2. Chapter 13 provides policy and guidance governing the archiving and purging of data from the VHA computer systems to ensure the ability to store current data in the system.

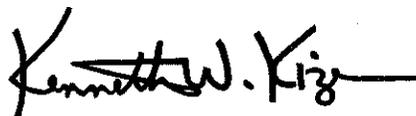
3. **Filing Instructions**

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13-i
13-1 through 13-2

4. **RESCISSIONS:** VHA Circulars/Directives 10-85-93, 10-85-112, 10-85-116, 10-86-147, 10-87-19, 10-87-119, 10-87-122, and 10-87-123.



Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

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1. Transmitted is a new manual to the Department of Veterans Affairs, Veterans Health Administration Manuals, M-11, "Information Resources Management," Chapters 1 through 17. **NOTE:** *Due to the length of this part, each Chapter will be transmitted separately.*
2. The principal changes include:
 - a. **Chapter 1:** Defines the over arching Information Resource Management (IRM) policy and the responsibilities of various offices, committees, and directorates for carrying out policy.
 - b. **Chapter 2:** Describes and provides procedures for the IRM planning and acquisition process.
 - c. **Chapter 3:** Sets forth Veterans Health Administration (VHA) policy relating to data administration and reports management, including reports control procedures.
 - d. **Chapter 4:** Establishes policy for the management of VHA's database, and procedures for design integrity and overall conformance to programming goals and standards.
 - e. **Chapter 5:** Establishes policy and guidance for the procurement of office automation equipment and software as part of VHA's health care information systems.
 - f. **Chapter 6:** Defines the responsibility for managing and administering VHA telecommunications resources.
 - g. **Chapter 7:** Provides guidance concerning the role of technology assessment as it relates to the management and operation of medical information systems.
 - h. **Chapter 8:** Defines the role and responsibility of Applications Requirements Groups in the development, design, and maintenance of VHA Decentralized Hospital Computer Program software.
 - i. **Chapter 9:** Sets forth the VHA policy regarding software management standards and requirements for the development, maintenance, and support of all software packages designated for national distribution.
 - j. **Chapter 10:** Describes and provides procedures for the IRM planning and acquisition process.
 - k. **Chapter 11:** Defines application documentation, documentation standards, and management of documentation of all VHA software.
 - l. **Chapter 12:** Establishes policy and procedures related to ensuring the quality of VHA developed software.
 - m. **Chapter 13:** Provides policy and guidance governing the archiving and purging of data from the VHA computer systems to ensure the ability to store current data in the system.
 - n. **Chapter 14:** Establishes policy for the provision of support to VHA facilities for the acquisition, implementation, and maintenance of automated hospital information systems to increase the effectiveness and quality of patient care.
 - o. **Chapter 15:** Establishes policy and responsibilities for training to support VHA IRM activities, both at the local and national level.

p. **Chapter 16:** Provides policy and procedures to ensure the protection of data, hardware, software, and storage media.

q. **Chapter 17:** Establishes operational guidelines for and defines the responsibilities of IRM Service, which unifies automated data processing, telecommunications, office automation, information collection, information management, and systems development.

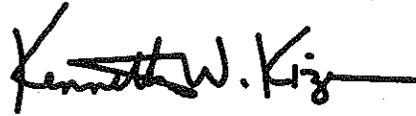
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4. RESCISSIONS: VHA Circulars/Directives 10-85-93, 10-85-112, 10-85-116, 10-86-147, 10-87-19, 10-87-119, 10-87-122, and 10-87-123.



Kenneth W. Kizer, M.D., M.P.H.
Under Secretary for Health

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