

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <i>NI-015-10-5</i>	Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
1 From (Agency or establishment) Department of Veterans Affairs		Date Received <i>August 1, 2009</i>	
2 Major Subdivision Veterans Benefits Administration		Date _____ Archivist of the United States <i>9 Sept 10 [Signature]</i>	
3 Minor Subdivision Field Stations			
4 Name of Person with whom to confer Frank Purgason	5 Telephone (include area code) 202-461-9556		

6 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative <i>Samuel L. Nichols</i>	Title Director of Records Mgmt. Service	Date (mm/dd/yyyy)
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Loan Guaranty Service (LGS) Electronic Business System Records Disposition: Retain <i>8/31/10</i>		

U.S. Department of Veteran Affairs
Veterans Benefits Administration
Loan Guaranty Service Electronic Business System Records

The schedule covers and provides disposition for Veterans Benefits Administration (VBA) electronic and related records in the Loan Guaranty Service (LGS) Electronic Business System Records maintained in the Washington headquarters of the Department of Veterans Affairs.

LGS Business Systems Records are the basis for all LGS business functions, electronic and manual. LGS is dependent upon its electronic records which are required for the program to function and deliver the VA Home Loan benefit. The records are used for management and oversight purposes and provide a history of the LGS program.

1. **Input/Source Records**

~~Data collected from veterans, other VA or VBA electronic records (Veterans Services Network (VETSNET), VA Defense Identity Repository (VADIR), etc.), business partners and contractors, the Department of Defense, the Department of the Treasury, or generated by the business system.~~

~~DISPOSITION: TEMPORARY~~

~~Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. GRS 20, 2b~~

2. **Master Files**

The master file includes electronic records consisting of veterans' data, property valuation, loan data, property data, and related information.

DISPOSITION: TEMPORARY

Destroy or delete with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

3. **Outputs**

~~Consists of production data which includes scanned hardcopy documents, or images generated electronically by VA or its business partners via paperless business processes and is used for analysis and reporting purposes.~~

~~DISPOSITION: TEMPORARY~~

~~Delete after the expiration of the retention period authorized for the hard copy records. GRS 20, 3(a) and (b)~~

4. **System Documentation**

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and other systems documentation.~~

~~DISPOSITION: TEMPORARY~~

~~Destroy or delete upon authorized deletion of related electronic records or upon destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20, 11a(1)~~