

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-15-11-1</i>	
1 FROM (Agency or establishment) <i>Department of Veterans Affairs</i>		Date Received <i>9/8/2010</i>	
2 MAJOR SUB DIVISION <i>Office of General Counsel</i>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <i>Professional Staff Group VI</i>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <i>Susan P. Sokoll</i>	5 TELEPHONE <i>202-461-7623</i>	DATE <i>12 Apr 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>2</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>11/5/10</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. L. Hill</i>		TITLE <i>Acting Director, Enterprise Records Service</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>See attached sheets</i>		

Proposed Modifications to OGC Records Schedule

<p>1. ACCREDITATION OF VETERANS' REPRESENTATIVES & SERVICE ORGANIZATIONS</p> <p>Material submitted to VA by veterans' service organizations concerning VA recognition and VA accreditation of service organization representatives, and material submitted by service organization representatives, attorneys, and claims agents in support of applications for VA accreditation. This material includes documents submitted to VA in disputes concerning recognition of organizations and accreditation of representatives, agents, and attorneys and may include material originally submitted to VA Regional Offices and VA Regional Counsels, held up to two years, then transferred to VACO. The material includes VA's revocation of recognition and termination or suspension of accreditation records, as well as termination or suspension of accreditation reports provided to employing entities, licensing bodies, State bar associations, and courts.</p> <p>Note: Records pertaining to VA termination or suspension of a representative's accreditation for incompetence or improper conduct as defined by applicable law and records pertaining to VA's involuntary revocation of a service organization's recognition will be maintained at VACO as precedent reference items that may be used in evaluating subsequent recognition, accreditation, or reinstatement applications. These records will be maintained for 20 years from the date of involuntary termination, suspension or revocation, excluding any period of administrative or judicial review, and then destroyed.</p>	<p>a. (1) After two years, transfer records to VA Central Office Records Management Office (033A4) those records pertaining to individuals who are no longer accredited via any veterans' service organization or who are no longer accredited as independent claims agents. Destroy after three years from transfer.</p> <p>b. (2) Destroy after three years those records pertaining to applicants for accreditation who fail to submit any documentation in support of an application during the one-year period following VA's most recent correspondence concerning the application. This includes records pertaining to individuals who seek but are denied accreditation by VA.</p> <p>c. (3) Destroy after three years from VA's receipt, correspondence from organizations that seek VA recognition whose applications are denied or incomplete.</p> <p>d. (4) Destroy after five years those records pertaining to VA's revocation of service organization recognition pursuant to the request of service organization officials.</p> <p>e. (5) After scanning into approved electronic format any paper copies of accreditation applications and materials indicating date these were sent to VA, destroy paper copies. Electronic copies become official record. Electronic records may be kept in VA networks or in General Counsel Legal Automated Workload Schedule (GCLAWS).</p>	<p>N1-15-06-2, Item 17</p> <p>GN 20, 3a</p>
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	<p>system Applications and other documents received by email are retained solely in electronic format as official record</p> <p>(5) All electronic accreditation records will be copied out of GCLAWS each year and transmitted to FRC on DVD Prior year DVD will be destroyed after verifying the new DVD reads correctly</p>	
<p>2. FEE AGREEMENTS Fee agreements and information, documents, correspondence, and decisions relating to fee agreements and the charging, soliciting, and receiving of fees for the representation of claimants seeking benefits administered by VA</p> <p style="text-align: right;"><i>Item (1)</i></p>	<p><i>a.</i> (1) Retain for same time as the veteran's claims file [VBA RCS provides that records shall be retained for the life of the veteran and sent to Federal Records Center after that for 75 years]</p> <p><i>b.</i> (2) After scanning into approved electronic format any paper copies of fee agreements and materials indicating date these were sent to VA, destroy paper copies Electronic copies become official record Electronic records may be kept in VA networks or in GCLAWS system</p> <p><i>c.</i> (4) Fee agreements and other documents received by email are retained solely in electronic format as official record</p> <p><i>d.</i> (5) (5) All electronic fee agreements will be copied each year out of GCLAWS and transmitted to FRC on DVD Prior year DVD will be destroyed after verifying the new DVD reads correctly</p>	<p><i>6AS 20, 3a</i></p>