

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.
NI-15-86-3

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
1/2/86

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

Veterans Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

Central Office

3. MINOR SUBDIVISION

Department of Medicine and Surgery

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Marjorie M. Leandri

389-3632

8-8-86

Frank J. Bink

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary. has been requested.

B. DATE 12/30/85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>David M. Stone</i> DAVID M. STONE	D. TITLE Director, Paperwork Management and Regulations Service
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>These records are Grant Files from the PL 92-541 Program entitled "Veterans Administration Medical School Assistance and Health Manpower Training Act of 1972". The files are generally arranged by Grant Number for ease of records keeping, not by year.</p> <p>These Grant Files are transactions between the grantee and the VA during the period of the grant and after closure, as final fiscal and program reporting.</p> <p>We recommend these Grant Files to be retained seven years after completion of grant, starting July 1, 1984.</p> <p>a. Records closed out in Fiscal Year 1983 and prior years destroy on or after October 1, 1990.</p> <p>b. Records closed out in Fiscal Year 1984 and later years destroy seven years after close of the fiscal year in which the grant was completed. <i>RETAIN IN VACO INACTIVE STORAGE FOR 1 YEAR THEN TRANSFER TO WARC FOR 6 YEARS. AT END OF 6 YEARS DESTROY BY SHREDDING.</i></p> <p>The Office of the General Counsel advised the Department of Medicine and Surgery to retain each individual Grant File for seven years after completion of the grant. This was to permit records access in case of a suit or other contingencies. The reason for a seven years retention period is for legal protection of the agency.</p>		<p><i>pen + ink change agreed to by VA + NARA 78M 3-18-86</i></p> <p><i>removed 4-7-86 by agreement with VA - Fred Blumenthal.</i></p>

115-108 *Copies sent to agency + NCF + NNM on 8-11-86 emk*