

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-15-86-11

DATE RECEIVED

8-28-86

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

1. FROM (Agency or establishment)

Veterans Administration

2. MAJOR SUBDIVISION

Department of Veterans Benefits

3. MINOR SUBDIVISION

Field Stations

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Marjorie M. Leandri

5. TELEPHONE EXT.

389-3632

DATE

2-4-87

ARCHIVIST OF THE UNITED STATES

Frank A. Bunker

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 1 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.

B. DATE <i>8/27/86</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE DAVID N. STONE <i>[Signature]</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>SEP (Special Evaluation Pension) Folders (Chapter 15). Records documenting professional counseling, evaluation and program supervision afforded applicants for vocational training under chapter 15. Includes documents, reports, etc., used by Vocational Rehabilitation and Counseling staff members in the supervision and reporting on program participants; records relating to the veteran's disability rating; prior education and training; personal information on veteran; material related to evaluation of the veteran's eligibility for, entitlement to and potential to succeed in a program of vocational training; Individualized Written Rehabilitation Plans; authorizations and certifications of program services; progress reports; supervision contacts and related material.</p> <p><u>Disposition.</u> Retain active and inactive folders created from February 1, 1985 through January 31, 1989, in the Vocational Rehabilitation and Counseling Division until February 1, 1994; transfer to inactive storage; destroy by shredding on or after February 1, 2000.</p>		

Du 2/6/87 VA - NNM

DEPARTMENT OF VETERANS BENEFITS

PROPOSED DISPOSITION OF RECORDS

ACTION CONTROL NO. 86-14

A. TITLE OF RECORD

SEP (Special Evaluation Pension) Folders (Chapter 15). Records documenting professional counseling, evaluation and program supervision afforded applicants for vocational training under chapter 15. Includes documents, reports, etc., used by Vocational Rehabilitation and Counseling staff members in the supervision and reporting on program participants; records relating to the veteran's disability rating; prior education and training; personal information on veteran; material related to evaluation of the veteran's eligibility for, entitlement to and potential to succeed in a program of vocational training; Individualized Written Rehabilitation Plans; authorizations and certifications of program services; progress reports; supervision contacts and related material.

B. RECOMMENDED DISPOSITION

Retain active and inactive folders created from February 1, 1985 through January 31, 1989, in the Vocational Rehabilitation and Counseling Division until February 1, 1994; transfer to inactive storage; destroy by shredding on or after February 1, 2000.

APPROVED

Robert A. Jones
DVB Records Officer

7/10/86
Date

C. CONCURRENCE

Concur in disposition recommended in paragraph B.

Do not concur for reasons stated in paragraph D.

[Signature]
(203C)

7-11-86
Date

[Signature]
(28)
[Signature]
(02)

7-17-86
Date

(01)

Date

8/6/86
Date

(04)

Date

DEPARTMENT OF VETERANS BENEFITS

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APPROVED

Robert A. Jones
DVB Records Officer

7/10/86
Date

C. CONCURRENCE

Concur in disposition recommended in paragraph B.

Do not concur for reasons stated in paragraph D.

Paul Bailey
(203C)
Samuel E. Eaton
(01)

7-11-86
Date

7/31/86
Date

Robert A. Jones
DVB Records Officer
(02)

7-17-86
Date

(04)

Date

DEPARTMENT OF VETERANS BENEFITS

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APPROVED

Robert A. Jones
DVB Records Officer

7/10/86
Date

C. CONCURRENCE

Concur in disposition recommended in paragraph B.

Do not concur for reasons stated in paragraph D.

Ray Bailey
(203C)

7-11-86
Date

R. A. Jones
DVB (28) Records Officer

7-17-86
Date

(01)

Date

(02)

Date

Jim Brockway
for (04)

8-1-86
Date

D. REASON(S) FOR NONCONCURRENCE

E. ANALYSIS OF RECORD

This is a new appraisal of record material. This appraisal will schedule for disposition records created as the result of enactment of Public Law 98-543, Veterans' Benefits Improvement Act of 1984. The law established a temporary vocational training program under chapter 15, title 38, U.S.C., to enable certain new pension recipients to achieve a vocational goal. Prior to enactment of the law, VA pension recipients were not eligible for vocational training and other rehabilitative services which may be provided under chapter 31, title 38, U.S.C., to veterans with service-connected disabilities.

The law requires veterans under age 50 who are awarded pension from February 1, 1985 through January 31, 1989, to participate in an evaluation to determine the reasonable feasibility of their achieving employment. Veterans age 50 and over who are awarded pension during the specified period may also request such an evaluation. The major provision of the law is to enable the veteran to obtain and maintain full- or part-time employment in an occupation which requires reasonably developed skills and is consistent with his or her abilities and interests. Under the provisions of the law, no more than 2,500 veterans can be evaluated in any single program year which begins each February 1. The period of training in the program may not generally exceed 24 months. Under certain circumstances, the training period can be extended.

A manila lightweight folder bearing the veteran's name and file number is established in the Vocational Rehabilitation and Counseling Division upon receipt of the claims folder with a notice from Adjudication that identifies the veteran as eligible for evaluation for vocational rehabilitation training under chapter 15. These folders are maintained at all VA regional offices and are used by Vocational Rehabilitation and Counseling staff members to monitor the progress of chapter 15 trainees.

The folders generally contain copies of the latest rating decision, latest pension award printout, VA Forms in the 28-1902 and 28-1905 series, VA Forms 28-1905a, 28-8966, 28-8967, 28-8968, designation of power attorney, records of Finance activity payments made, correspondence, change of address documents and other material in support of the claim.

Since the program is temporary, it is recommended all records be retained in the active file bank for 5 years after the program ends to resolve any questions regarding the data collected to prepare the Congressional report that is due April 15, 1988.

The retention period will also assure the records are available to monitor those active participants who were approved for training at the end of the program period. A proposed regulation to clarify the ending date for vocational training services under the temporary program (38 CFR 21.6042) has been approved by the Administrator and is currently under review by the Office of Management and Budget. The proposed regulation states that no vocational services under the program may be received after January 31, 1994. NOTE: No provision was made in the law to allow sufficient time for the participant to complete a period of vocational training even if the participant is approved for training on the last day of the program period.

The additional 6 years beyond the year 1994 will allow sufficient time to ensure that information in the records is available should Congress require a full report on the entire program period and will allow sufficient time for review of the records should they be needed for any legal and reference purposes.

F. SOURCE OF INFORMATION

VA Form 23-8887, Request for Records Appraisal, dated 10/4/85
DVB Circular 20-85-10, changes 1 and 3
Title 38, U.S.C., chapter 15
PL 98-543
Charles Graffam (282)

G. CONCLUSIONS

The recommended disposition standards for the records described herein will satisfy any administrative, legal and reference requirements of the Vocational Rehabilitation and Counseling program for which the records may be needed.

Sandra S. McIntyre
SANDRA S. McINTYRE
Management Analyst
July 10, 1986