

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-15-86-13

DATE RECEIVED

9-11-86

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 and Central Office**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mrs. Marjorie M. Leandri**

5. TELEPHONE EXT.

389-3632

DATE

2-18-87

ARCHIVIST OF THE UNITED STATES

*Frank & Burke*

NOTIFICATION TO AGENCY  
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 9/9/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>David N. Stone</i> DAVID N. 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><b>Property Management System Reports</b></p> <p>1. <b>Elapsed Processing Time-Acceptance of Offers and Sales Closings, COIN PMS 01-04</b> <u>Disposition:</u> Destroy when 2 years old.</p> <p>2. <b>Elapsed Processing Time-Summary, COIN PMS 01-05</b> <u>Disposition:</u> Destroy when 3 months old.</p> <p>APPROVED: <i>Fin 8-20-86</i> 20      <i>my</i> 733      <i>Duff</i> 73</p>		