

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N 1-15-89-4
1. FROM (Agency or establishment) Department of Veterans Affairs		DATE RECEIVED	4/17/89
2. MAJOR SUBDIVISION National Cemetery System		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION National Cemetery Area Offices and National Cemeteries		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Gordon Boone	5. TELEPHONE EXT. 233-3662	DATE 4/27/89	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 2 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 4/12/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Majorie M. Leandri</i>	D. TITLE <i>for</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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>Individual Deceased Personnel Files.</p> <p>These files contain documents pertaining to authorizations for Disinterments from DVA National Cemeteries. Also included will be any associated documentation surrounding the authorizations, for example, disputes, and/or controversial complaints that may be encountered.</p> <p><u>Disposition:</u> Temporary. Retain 2 years from date of disinterment then retire to FARC. Destroy when 25 years old.</p>		

Supporting Documentation to Standard Form 115

Individual Deceased Personnel Files.

The records currently being created at National Cemetery Area Offices and National Cemeteries need to be scheduled for disposition in the same manner as similar records that are being maintained at VA Central Office, Item 20b, "Cemetery Service Individual Deceased Personnel Files", Job No. NC1-15-85-9. Recently, the Department decentralized authority for approving Disinterments from VA National Cemeteries to the National Cemetery Area Offices and National Cemeteries. Based on these new procedures, these records need to be added to the Veterans Administration, Department of Memorial Affairs, National Cemetery Area Offices and National Cemeteries Records Control Schedules, Job Nos. NC1-15-85-14 and NC1-15-85-15.