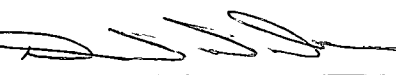


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-15-90-1	DATE RECEIVED 10/10/89
1. FROM (Agency or establishment) Department of Veterans Affairs (VA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Veterans Benefits Administration (VBA)		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Central Office			
4. NAME OF PERSON WITH WHOM TO CONFER GORDON BOONE	5. TELEPHONE EXT. 233-3632	DATE 3/11/91	ARCHIVIST OF THE UNITED STATES 
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 5 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 9/19/89	C. SIGNATURE OF AGENCY REPRESENTATIVE  LYNN H. COVINGTON	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 GRS OR SUPERSEDED JOB CITATION	10.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>The record series described pertain to records previously unapproved for permanent and temporary retention by VBA Central Office components. The records are maintained in established subject-numeric order.</p> <p>Appeals. Material documenting significant policies, procedures and directives regarding the appeals of benefits administered by the VA with jurisdiction in the Board of Veterans Appeals.</p> <p>DISPOSITION: PERMANENT. Transfer to Federal Records Center when 5 years old. ^{Offer to NARA in} 5 year blocks when 20 years old. Transfer (Records for 1955-1960 and prior years transferred in 1990).</p>		
2.	<p>Delegations of Authority. Issued by memorandum, letter or other medium, and which pertain to broad, general VBA activities and functions.</p> <p>DISPOSITION: PERMANENT. Transfer to Federal Records Center 5 years after being rescinded or superseded. Offer to NARA in 5 year blocks 20 years after rescission or supersession.</p> <p>Temporary. Destroy 5 years after cancellation.</p> <p><i>Copies sent to agencies, NCF, NNW, NNT 3/14/91</i></p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	Benefits. Material documenting significant policies, procedures and directives governing veterans' benefits, waivers of overpayment, and specific financial benefits as adjusted compensation and pension, loan guaranty, special vehicle and housing, special monthly benefits for certain disabled veterans, and vocational rehabilitation and education.		
4.	Benefits-Medical. Records relating to the medical and dental care and treatment and hospitalization programs for veterans.		WITHDRAWN
3 4a.	Records documenting significant accomplishments, exceptions, decisions, establishment or revision of policy, procedures and directives. DISPOSITION: (Item 3 and 4a) PERMANENT. Transfer to WNRC to Federal Records Center when 5 years old. Offer Transfer to NARA in 5 year blocks when 20 years old.		
3 4b.	Records documenting routine, repetitive activities conducted in accordance with the department's and agency's policies and procedures and routine inquiries for information. DISPOSITION: TEMPORARY. Destroy when 5 years old.		
5.	Boards and Committees. Correspondence, memorandums, minutes, reports, and related material documenting the inception, scope, objectives and accomplishments in actions affecting policy or establishing precedent in operations and administration.		
6.	Conferences. Correspondence, memorandums, minutes, reports and related material pertaining to the organization, objectives, agenda, and accomplishments of formal or official conferences or meetings.	WITHDRAWN	WITHDRAWN
7.	Defense and Disaster. Correspondence, memorandums and related material which establishes departmental policy, procedures, plans and operations in event of serious disaster and for protection of life and property.		
8.	Emergency Planning Case Files. Files accumulated by offices responsible for preparation and issuance of plans and directives. Contents include a copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	See GRS 18, item 27 (Notes)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
9.	Foreign Affairs. Correspondence, memorandums and related material which document policy and procedures pertaining to administration of services to veterans and their dependents in foreign countries and U.S. possessions not having regional office activity and documentation of international agreements and relations requiring VA-State Department cooperation.		
10.	FOIA (Freedom of Information Act) Files. Correspondence and other material pertaining to the development of policy, programs and procedures relating to VBA's implementation of FOIA.		
11.	Housekeeping. Records pertaining to cleanliness in offices, arrangement of furniture and furnishings, cleaning and janitorial service and related activities conducive to orderly and appropriate appearance of the workplace, and which document policy, precedent, exceptions and deviations from policy.		WITHDRAWN
12.	Legal. Correspondence, memorandums and related material concerning interpretations of existing laws and regulations or the effects of proposed laws and regulations which govern the agency or which have a direct effect on its operations.		WITHDRAWN
13.	Management and Organization. Records constituting the basic documentation of the origin and scope of studies, surveys, evaluations, etc., affecting VBA management and organization, and the establishment of standards or criteria for performance evaluation and similar material documenting establishment or changes to policy, procedures or organization.		
14.	Office Systems and Methods. Correspondence, memoranda, studies and other material which document the establishment of policy, procedures, and guidance for research and development, design, evaluation, testing, funding and procurement of office automation and ADP systems, telecommunications, micrographics, duplicating and printing equipment, and related methods and techniques. EXCLUDES feasibility studies and system analyses described in GRS 16, item 9. Items 14 Temporary. Cutoff annually. Destroy when 5 years old or when policy is replaced, rescinded or rendered obsolete.		

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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)	
15.	<p>Personnel. Material which documents significant accomplishments, exceptions and decisions pertaining to the administration of personnel activities related to performance awards, career development, ceiling and staffing, employee relations and activities, employee training and development, position classification and evaluation, employment, salary and wage administration, promotions, demotions and personnel actions. Excluded are position descriptions, investigation case folders and career development case folders.</p> <p>Temporary.</p>	<p>Item 15. Temporary. Cutoff Annually. Destroy when 5 years old or when policy is replaced, rescinded or rendered obsolete.</p>		
16.	<p>Privacy Act Files. Correspondence and related material pertaining to the development of policy, programs and procedures relating to VBA's implementation of the Privacy Act.</p>			
17.	<p>Records and Information Management Files. Records which document significant accomplishments and the development of policy and procedures on creation, inventorying, appraisal, transfer and retirement of records; correspondence management; copy management; mail and messenger services; publications, printing and procurement; library services; form and form letter management and control; micrographics; and the release of information and records.</p>			
	<p>WNRC 5-13 and 16-17 DISPOSITION: (Items 5 through 17) PERMANENT. Transfer to Federal Records Center when 5 years old. Offer to NARA in 5 year blocks when 20 years old. Transfer</p>			
18.	<p>(Records for 1955-1960 and prior years transferred in 1990). Form and Form Letter History Files. These history files contain original and supplemental requests for creation of departmental standardized form and form letters; printed copies of the forms and form letters; documents showing their inception, scope, program and/or administrative purposes served, and related procedures instituted, superseded or cancelled.</p> <p>DISPOSITION: PERMANENT. Retain in VACO inactive storage 1 year after being discontinued, superseded or cancelled. Transfer to Federal Records Center when 5 years old. Offer to the National Archives in 5 year blocks 30 years after discontinuance, supersession or cancellation (e.g., records for 1955-1960 and prior years would be offered in 1990).</p>	<p>GRS 16, Item 3</p>	<p>WNRC</p>	

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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)
19.	<p>Administrative Issues History Files (Formal Directives, Procedural and Operating Manuals and Other Publications). Formal directives issued as Manuals, Interim Issues, Circulars, Newsletters, Numbered Letters and Memoranda and other directives or regulatory publications, that announce new policy or major changes to VBA policy and procedures, issued by authority of the Chief Benefits Director or Secretary of Veterans Affairs and maintained by the VBA Administrative Services Staff. The files are case files containing documentation related to the development of the directives, including changes, comments, concurrences, discontinued and rescinded series of regulatory and directive issues including manuscript copies, amendments and other supporting papers, as well as the record copy of the directive.</p> <p>DISPOSITION: PERMANENT. Relocate to inactive storage when 1 year old. Transfer to Federal WNRC Records Center when 5 years old. Offer Transfer to the National Archives in 5 year blocks when 30 years old (e.g., records for 1955-1960 and prior years would be offered in 1990).</p>	<p>GRS 16, Item 1</p>	
20.	<p>Structures and Lands. Correspondence, memorandums and related material which document policy, precedents, exceptions to and deviations from policy concerning land, real property and space utilization.</p>		
21.	<p>Supplies, Services and Equipment. Correspondence, memorandums, and related material which document policy, precedents, exceptions to and deviations from policy concerning the procurement, use, management, and disposal of equipment, supplies and materials.</p> <p>DISPOSITION: (Items 20 and 21) PERMANENT. Transfer to WNRC to Federal Records Center when 5 years old. Offer Transfer to NARA in 5 year blocks when 20 years old. (Records for 1955-1960 and prior years transferred in 1990).</p>		