

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-15-91-3

DATE RECEIVED

2-8-91

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

Department of Veteran Affairs

2. MAJOR SUBDIVISION

Office of Finance and Planning

3. MINOR SUBDIVISION

DAS for Budget

4. NAME OF PERSON WITH WHOM TO CONFER

Jerry A. Unklesbee

5. TELEPHONE EXT.

535-8346  
~~233-3450~~

DATE

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 7 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.  is being requested.

| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE   | D. TITLE                             |
|---------|---|--------------------------------------|
| 1/29/91 | B. Michael Berger  | Director, Records Management Service |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION      | 10. ACTION TAKEN<br>(NARS USE ONLY) |
|-------------|---|--|-------------------------------------|
| 1.          | Budget Files:<br>Estimates of Appropriations; Explanations and Justification of Estimates; and Appropriation Estimates - General Statement Files, maintained by the Office of the Deputy Assistant Secretary for Budget Service, Office of Finance and Planning.  | MP-4, Pt. X, Section I Budget Item 1-1 |                                     |
| 1a.         | Official Department estimates of appropriations, explanations and justification of appropriation estimates, and appropriation estimates - general statement files for FY 1925 thru 1955 - offer immediately to the National Archives.   |  |                                     |
| 1b.         | Official Department estimates of appropriations, explanations and justification of appropriation estimates and appropriation estimates - general statement files for FY 1956 thru 1976 - retire immediately to a Federal Records Center. Offer to the National Archives in 5-year blocks, beginning in 1991.  |  |                                     |
| 1c.         | Official Department estimates of appropriations, explanations and justification of appropriation estimates, and appropriation estimates general statement files beginning with FY 1977 and succeeding fiscal years. Retain at VACO for ten years then transfer to a Federal Records Center. When thirty years old, offer to the National Archives in 5-year blocks. |  |                                     |
|             | **Disposition: Permanent.   |  |                                     |

## SECTION I—BUDGET

| Item No. | Title and Description of Records  | Disposition   | Authority                         |
|----------|---|---|-----------------------------------|
| 1        | Budget Files.   |   |                                   |
| 1-1      | Estimate of Appropriations, Explanation and Justification of Appropriation Estimates, and Appropriation Estimate—General Statement Files, maintained in the Office of the Director, Budget Service, Office of the Controller.   | Disposal not authorized. Retain 10 years in Office of the Controller, then transfer to storage within VA for permanent retention by the Office of the Manager, Administrative Services. | Administrative approval, 4/22/59. |
| 1-2      | Budget Estimates Files, including annual budget estimate files consisting of Central Office and field station budget estimates, allotment or requests for additional allotments with justification for same; working papers used in preparation thereof; and other papers properly filed therewith. | Destroy 2 fiscal years after the end of budget year involved. Management Evaluation Division, Internal Audit Service, will survey upon request.   | National Archives Job NN 351-S87. |
| 1-3      | Budget instructions, changes thereto and related papers filed therewith.  | Destroy after being canceled, rescinded or superseded by current instructions.  | National Archives Job NN 163-180. |

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| B. DATE<br><u>1/29/91</u> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><u>B. Michael Berger</u>  | D. TITLE<br>Director, Records Management Service |
|---------------------------|---|--|

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| 1.          | <p><b>Budget Files:</b></p> <p>Estimates of Appropriations; Explanations and Justification of Estimates; and Appropriation Estimates - General Statement Files, maintained by the Office of the Deputy Assistant Secretary for Budget Service, Office of Finance and Planning.</p> <p>**</p> <p>1a. Official Department estimates of appropriations, explanations and justification of appropriation estimates, and appropriation estimates - general statement files for FY 1925 thru 1955 - offer immediately to the National Archives.</p> <p>1b. Official Department estimates of appropriations, explanations and justification of appropriation estimates and appropriation estimates - general statement files for FY 1956 thru 1976 - retire immediately to a Federal Records Center. Offer to the National Archives in 5-year blocks, beginning in 1991.</p> <p>1c. Official Department estimates of appropriations, explanations and justification of appropriation estimates, and appropriation estimates general statement files beginning with FY 1977 and succeeding fiscal years. Retain at VACO for ten years then transfer to a Federal Records Center. When thirty years old, offer to the National Archives in 5-year blocks.</p> <p>**Disposition: Permanent.</p> | MP-4, Pt. X, Section I Budget Item 1-1 |                                  |