


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO. <b>NI-15915</b>	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		DATE RECEIVED <b>6-21-91</b>	
1. FROM <i>(Agency or establishment)</i> <b>Department of Veterans Affairs (VA)</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION <b>Veterans Health Services and Research Administration</b>		ARCHIVIST OF THE UNITED STATES 	
3. MINOR SUBDIVISION <b>VA Field Facilities</b>		DATE <b>9/5/91</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Marjorie M. Leandri</b>		5. TELEPHONE EXT. <b>233-5450</b>	
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 3 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 <b>6/12/91</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE  <b>B. Michael Berger</b>	D. TITLE <b>Director, Records Management Service (723)</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	<p>Department of Veterans Affairs            Veterans Health Services and Research Administration            State Home Construction Grant Program Files</p> <p>The State Home Construction Grant Program provides grants to States to construct or to acquire facilities and to expand, remodel, or alter existing buildings to be used for providing domiciliary or nursing home care to veterans. The files listed are maintained in connection with the implementation of the State Home Construction Grant Program.</p> <p>Depending on the magnitude of the project and the amount awarded, State Home Construction Grant Files are required to be retained from 7 to 20 years due to a recapture provision. The paper records are filmed and the microfilmed records are to be retained for 20 years after completion of the project. Unsuccessful Grant Application Files and the Administrative Grant Files do not require long term retention.</p> <p><u>Unsuccessful Grant Application Files.</u>            Temporary. Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications for State Home Construction Grants.</p>		

*4 items*

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2	<p>Destroy 3 years after rejection or withdrawal.</p> <p><u>Administrative Grant Files.</u> Temporary. Correspondence and/or subject files relating to routine operations and daily activities in administration of the State Home Construction Grant Program.</p> <p>Destroy when 2 years old.</p>		
3	<p><u>State Home Construction Grant Files.</u> Preapplications, applications (SF 424s), technical reviews of design documents, environmental assessments, clearances for historic preservation requirements, and certifications of compliance with numerous Federal laws (Davis-Bacon Act, Rehabilitation Act, Civil Rights Act, etc.), bid tabulations, revised budgets based on bids, memoranda of agreements, substantive correspondence and other related documents.</p>		
3a	<p>Hardcopy. Temporary. Destroy after microfilming and after the microfilm has been verified as an adequate substitute for the hardcopy (paper) files.</p>		
3b	<p>Microfilm. Temporary. Master and two reference copies. The master microfilm and one reference copy maintained by the Office of the ACMD for Geriatrics and Extended Care are to be destroyed 20 years after completion of the project. The reference copy transferred to the Office of Facilities will be destroyed 20 years after completion of the project.</p> <p>This certifies that the records described on this form are to be microfilmed in accordance with the standards set forth in 36 CFR, Part 1230. Inspections of the microfilm will take place every two years in accordance with the provisions set forth in 36 CFR, Paragraph 1230.22. Because the microfilm will be preserved for a period of 20 years, the standards for filming, processing, and storing permanent records will be followed pursuant to the requirements in MP-1, Part II, Chapter 7. Federal micrographic standards have been incorporated as VA standards.</p>		

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	<p>Once the records are approved by NARA, the retention and disposition standards will be incorporated into the Veterans Health Services and Research Administration's Records Control Schedule 10-1.</p> <p>There are no Privacy Act restrictions applicable to the records.</p>		