
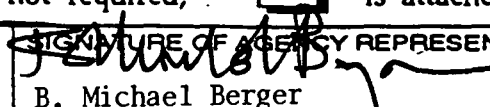


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-15-92-1	DATE RECEIVED 12-4-91
1. FROM (Agency or establishment) Department of Veterans Affairs		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Deputy Assistant Secretary for IRM (045)			
3. MINOR SUBDIVISION Records Management Service (723)			
4. NAME OF PERSON WITH WHOM TO CONFER Marjorie Leandri	5. TELEPHONE 233-5450	DATE 4/16/92	ARCHIVIST OF THE UNITED STATES 

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 12/2/91	SIGNATURE OF AGENCY REPRESENTATIVE  B. Michael Berger	TITLE Director, Records Management Service (723)
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Privacy Act and Freedom of Information Act (FOIA) Report Files</p> <p>Privacy Act Reports Files</p> <p>a. All backup material used in compiling biennial report to Office of Management and Budget (OMB) maintained in office responsible for preparing report, including original feeder reports submitted annually by organization components.</p> <p>Disposition: Temporary. Destroy two years after report is submitted to OMB.</p> <p>b. Copies of annual feeder reports retained at originating offices and compiling offices, and related backup material.</p> <p>Disposition: Temporary. Destroy two years after biennial report is submitted to OMB. (Destroy material for even numbered years when three years old; for odd numbered years when two years old.)</p> <p>c. Copy of Department's biennial report to OMB retained for reference in office responsible for preparing report.</p>		

copies sent to agency, N-N-W, NNT 4/24/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	JOB NUMBER	PAGE 2 OF 2
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>Disposition: Temporary. Destroy when five years old.</p> <p>FOIA Report Files</p> <p>a. Department's annual report to Congress.</p> <p>Disposition: Permanent. Transfer to the National Archives (NN), in five-year blocks two years after latest report. (Transfer reports for calendar years 19XX-1990 in 1992; thereafter, transfer five-year blocks every five years.)</p> <p>b. Copy of Department's annual report to Congress retained for reference in office responsible for preparing report.</p> <p>Disposition: Temporary. Destroy when 5 years old.</p> <p>c. Feeder reports and all backup material retained at originating offices, compiling offices, and office responsible for preparing department's reports.</p> <p>Disposition: Temporary. Destroy when two years old.</p>		<p><i>per conversation with [unclear] 1/8/92</i></p>