

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

9 items
TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

- 1 FROM (AGENCY OR ESTABLISHMENT)
Veterans Administration
- 2 MAJOR SUBDIVISION
Central Office and Field
- 3 MINOR SUBDIVISION
Fiscal Divisions, Field Stations
- 4 NAME OF PERSON WITH WHOM TO CONFER
H. D. Thombs
- 5 TEL EXT
148-3662
- 6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED APR 23 1975	JOB NO NC - 15-75-3
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-5-75</i> Date	<i>James R. Rhoads</i> Archivist of the United States

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

April 16, 1975
Blake E. Turner
BLAKE E. TURNER

**Assistant Administrator for
Planning and Evaluation**

(Date)

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	FISCAL RECORDS		
1.	Batch Balance Report on Individual Batches (Cycle Control Report No. 1) 90 days after the month in which created.		
2.	Summary Report of Receivables and Trust Funds (Cycle Control Report No. 4) 30 days after the month in which created.		
3.	Net Change in Awards by Terminal Digit of Regular, Suspense, and Manila "No Pay" Accounts and By National Summary (Cycle Control Report No. 5) 90 days after receipt of the report voucher and reconciliation with forecasted payment file.		
4.	Net Award Control During Processing by Terminal Digit and National Summary (Cycle Control Report No. 6) 90 days after receipt of report voucher and after reconciliation of the report each cycle.		

Copy to Agency 6/10/75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5.	<p>Master Copy of (CALM) Centralized Accounting for Local Management, microfilm records produced by (COM) Computer Output Microfilm</p> <p>Destroy 10 years after the close of the fiscal year in which created.</p>		
6.	<p>CALM Vendor File (Microfilm)</p> <p>Destroy after updated listing of the Vendor File is received.</p>		
7.	<p>CALM Processed Reference Listing (Paper or microfilm)</p> <p>Destroy 90 days after the month in which created.</p>		
8.	<p>CALM Station Input Reject Report (Paper or Microfilm)</p> <p>Destroy 90 days after the month in which created.</p>		
9.	<p>CALM Daily Journal (Microfilm)</p> <p>Destroy 90 days after receipt of the CALM Monthly Journal.</p> <p>Simultaneous separate submission to Records Management and Services Branch, GAO.</p> <p>Prior to disposal of these records, consideration will be given to the moratorium on disposal of ADP records, pending outcome of the Federal anti-trust suit against IBM.</p>		