

**REQUEST OR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

- 1. FROM (AGENCY OR ESTABLISHMENT)
Veterans Administration
- 2. MAJOR SUBDIVISION
Department of Veterans Benefits
- 3. MINOR SUBDIVISION
Field Stations
- 4. NAME OF PERSON WITH WHOM TO CONFER
H. D. Thombs
- 5. TEL. EXT. IDS
148-3662
- 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 9 1975	JOB NO NC - 15-76-5
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 "with-drawn" in column 10.	
10-31-75 Date	<i>James B. 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

9/4/75 (Date) *Blake E. Turner* (Signature of Agency Representative) **Assistant Administrator for Planning and Evaluation** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>EDUCATION SERVICE</u>		
1	Facilities Register. Record of ADP input identification codes assigned to schools and facilities within the area of jurisdiction of each Regional Office. Destroy entire register three years after termination of educational programs and after exhaustion of all educational entitlements.		
	<u>INSURANCE SERVICE</u>		
2	Soldiers' and Sailors' Civil Relief Correspondence. Original incoming communications, record copies of outgoing communications, record copies of forms and reports, and related material pertaining to guaranteeing commercial insurance premium payments for servicemen under the provisions of Article IV of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended. <i>Permanent.</i> Retain in Veteran's Administration until eligibility for benefits is terminated. Transfer to National Archives 5 years thereafter. <i>offer</i>		
<i>Copies to NCW, Phil. + Agency 11-7-75</i>			

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
	<p>Simultaneous separate submission is being made to Administrative Services, 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 antitrust suit against IBM.</p>		