

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*27 items*

*15*

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<br><b>SEP 9 1975</b>   | JOB NO.<br><b>NC- 15-76-6</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 stamped "disposal not approved" or "with-drawn" in column 10 |  |
| Date<br><i>10-29-75</i>  | Archivist of the United States<br><i>James B. R. [Signature]</i> |

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 and will not be needed after the retention periods specified

*9/3/75*  
(Date)

*[Signature]*  
**BLAKE E. TURNER**

(Signature of Agency Representative)

**Assistant Administrator for  
Planning and Evaluation**

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO        | 10. ACTION TAKEN  |
|-------------|--|----------------------------|-------------------|
|             | <u>LOAN GUARANTY SERVICE</u>   |                            |                   |
| 1           | Loan Guaranty Folders. Guaranteed or Insured Loans, paid-in-full, including prepaid before maturity (Servicemen's Readjustment Act of 1944, as amended). Except those loan folders pertaining to loans on which claims have been paid. | II-NNA-2245 and NC-174-117 | <i>(12-076-2)</i> |
| 1a          | Destroy 5 years after being reported paid-in-full.   |                            |                   |
| 2           | Loan Guaranty Folders. Direct loan, paid-in-full, including prepaid before maturity (Servicemen's Readjustment Act of 1944, as amended).   | II-NNA-2245 and NC-174-117 |                   |
| 2a          | Destroy 5 years after being reported paid-in-full.   |                            | <i>(12-080-2)</i> |
| 3           | Paid-in-full notices (Guaranteed Loans). Canceled Loan Guaranty Certificates or letters from lenders reporting loans paid-in-full in cases matching loan folders stored in Federal archives and records centers.                       | NN-165-140                 |                   |

*(PL)*  
*10/9/75 - Changes with approval of VA*  
*Copies to Agency & A11FR is 10-31-75*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 3a             | Destroy 5 years after year in which loan is paid-in-full.  |                            |                     |
| 4              | Closers Approved File. Information developed on closers necessary for appraisal, evidence of director's approval and related correspondence.   | NN-165-140                 |                     |
| 4a             | Destroy 5 years after loan closers cease to participate in the VA direct loan guaranty program.  |                            |                     |
| 5              | Lenders Authorization File. Folders on participating lenders containing data such as: Names and facsimile signatures of branch managers, agents, others, authorized to act for lenders on loan guaranty matters; reports of investigation and hearings and disposition in lender suspensions under VA Regulations 4331 and 4361; correspondence with lenders on instructions and procedural interpretation. Includes folders on lenders no longer in business. | NN-165-140                 |                     |
| 5a             | Destroy 32 years after notification that the lender is no longer a participant in the program or destroy 2 years after all guaranteed and insured loans for the lender have been liquidated.   |                            |                     |
| 6              | Lenders Identification File. Source punched cards containing lenders names, main office location and codes used on loan guaranty veterans index card. Includes final working lists prepared from source punched cards.   | NN-165-140                 |                     |
| 6a             | Destroy 32 years after notification that the lender is no longer a participant in the program or destroy 2 years after all guaranteed and insured loans for the lender have been liquidated.   |                            |                     |

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| 7              | Lenders Insured Loan Account File. Lender's Insurance Ledger or equivalent, on individual or consolidated accounts on indemnity credit earned on loans insured by VA.   | NN-165-140                 |   |
| 7a             | Destroy 35 years after lender's last insured loan, or if the lender's account is closed out, destroy 5 years after closing of the account.  |                            | 12-092.1  |
| 8              | Loan Management Folders -- Claims Paid. Folders documenting establishing of loan guaranty or insurance default servicing history; copies of holder's claim and account and analysis; certification on veterans indebtedness to Finance activity; waiver of compromise decision; and related documents. EXCLUDING "Section 505a" cases established as acquired loan accounts after claim payment, and folders continuing as property management dockets under common numbering system after July 1, 1955, and cases referred to Central Office for precedent ruling including those subject of VA General Counsel's and Comptroller General's decisions. | NN-165-140                 | VB-1<br>12-100/2<br>12-100.12   |
| 8a             | Place in closed file after final settlement with holder and collection of veteran's indebtedness or other satisfaction of the Administrator's indemnity and subrogated rights, as determined by the Loan Guaranty Officer. Destroy after 7 years.   |                            |   |
| 9              | <p><i>8b. Permanent. Samples identified in</i></p> <p>Veterans Release of Liability File. File assumption agreements with attachments and application register involving cases where veterans are released from further liability on guaranteed, insured and direct loans under 38 U.S.C. 1817 and 1820(a)(4). Assumption agreements kept in closed file related to loans reported paid-in-full for which matching loan guaranty folders have been transferred to a Federal archives and records center.</p>  | NN-165-140                 | <p><i>with samples from Vietnam Era included. Offer to National Archives within 7 years of final disposition.</i></p> |

*VB-1  
12-106*

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|------------------|---|----------------------------|---|
| 9a               | Place in closed file by calendar year. Destroy 5 years after receipt of notice that loan has been paid-in-full.   |                            |   |
| 10               | Loan Management Folders and allied security instrument files (Paid-in-full account folders) on portfolio loan accounts held by VA pursuant to 38, U.S.C., chapter 37, or predecessor authority of title III, Servicemen's Readjustment Act of 1944, as amended, and related laws on loan guaranty matters. Records include documentation of establishment, management, servicing and termination of loan accounts which evolve from guaranteed, insured and direct loan accounts. | NN-165-140                 | <u>12-110.</u>  |
| 10a              | Place in closed file after preparation and delivery of obligor's release or other debt satisfaction evidence. Destroy after 7 years.  |                            |   |
| 10b.<br>11       | <i>Permanent. Samples identified in</i><br>Loan Management Folders on defaulted accounts terminated by foreclosure or other legal method. Folders on defaulted accounts terminated by foreclosure or other legal method accumulated under procedure existing before July 1955 and establishment of "common numbering" loan guaranty numbering system.   | NN-165-140                 | <i>with samples from Vietnam Era included of per to National Archives within 7 years of final settlement</i>  |
| <u>12-110.12</u> | 11a   |                            |   |
| 11b.<br>12       | <i>Permanent. Samples identified in</i><br>Loan Management Folders. Folders on defaulted direct loans terminated by foreclosure or other legal method, created under procedures existing before July 1955 and establishment of "common numbering" loan guaranty system.   | NN-165-140                 | <i>with samples from Vietnam Era included of per to National Archives within 7 years of final settlement.</i> |
| <u>12-110.2</u>  | 12a   |                            |   |
| 12b.             | <i>Permanent. Samples identified in</i>   | NN-                        |   |

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| 13   | <p><i>12b - Offer to National Archives within 7 years of final settlement.</i></p> <p>Loan Management Folders on accounts sold to investors under VA Regulation 4600 repayment guaranteed provisions and on which repayment guarantees are withdrawn.</p>   | <p>NN-165-140</p> <p>12-110.33</p>   | <p>7 years</p>      |
| 13a  | <p>Place in closed file after loan has matured or after receipt of paid-in-full notice, whichever occurs first. Destroy after 7 years.</p>  |  |                     |
| <p><i>13b.</i></p> <p>14</p> <p><i>VB-1</i></p> <p><i>12-140</i></p> | <p><i>Permanent Samples identified in</i></p> <p>Construction and Valuation Operating Records. Subdivision Analysis Folders. Case folders and related exhibits documenting rejection or acceptance of subdivision development property for appraisal under land planning, construction and other requirements of 38 U.S.C., 1804(a). Records document such as: Builders' preliminary development plans; all phases of site characteristics; engineering tests; VA State inspection reports; negotiations with builder or others and related information pertinent to determining acceptability of subdivision for financing under the loan guaranty program.</p> <p>Folders on accepted subdivisions.</p> | <p>NN-165-140, with samples from Vietnam Era included. Offer to National Archives within 7 years of final settlement</p> |                     |
| 14a  | <p>Destroy 5 years after expiration of last certificate of reasonable value issued in the subdivision.</p>  |  |                     |
| 15   | <p>Folders on rejected subdivisions.</p>  | <p>NN-165-140</p>  |                     |
| 15a  | <p>Destroy after 2 years.</p>   |  |                     |
| <p><i>12-142</i></p> <p>16</p>                                       | <p>Comparable Housing Data File. Mediums describing rare property types, or those needed for representative coverage of neighborhoods where there is little sale activity as determined by the Chief Appraiser or his designee.</p>   | <p>NN-165-140</p>  |                     |
| 16a  | <p>Maintain by calendar year. Destroy after 2 years.</p>  |  |                     |

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| 17             | Plans and Specifications (under provisions of title 38, ch. 37, U.S.C., formerly title III Servicemen's Readjustment Act of 1944, as amended) loan guaranty records such as project information, plot plans, floor plans, descriptions of materials, drawings, and specifications for individual water supply and sewage disposal systems, specifications for proposed curbs, gutters, sidewalks and storm drainage systems, or similar (including any amendments thereof or changes and variations therein.) Related to property or loans in instances where builder is suspended. | NN-3409                    | <i>12-143.13.</i>   |
| 17a            | Combine records under one item number in RCS VB-1, relating to "property in instances where builder is suspended." Destroy records 1 year from date on which VA issued last or final evidence of guaranty or insurance credit or made the last direct loan that was based upon the plans and specifications.  |                            |                     |
| 18             | Builders Files. Folders and allied organizational data card files on builders constructing residential housing for sale to veterans through the loan guaranty program financing under title 38, U.S.C., chapter 31 and folders on manufacturers of prefabricated structural components likely to be used by builders participating in the loan guaranty program.  | NN-165-140                 | <i>12-150</i>       |
|                | Participating builders' folders. All folders except folders on firms out of business because of dissolution of firm or death or retirement of sole owner and against whom no sanctions have been taken or are pending under VA Regulation 4361.   | NN-165-140                 | <i>12-150.1</i>     |
| 18a            | Destroy 5 years after termination of all pending action on individual firms and all associate firms, including removal of suspensions.  |                            |                     |

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| 19             | Builders organizational data cards cross referencing associate firms. Data includes: names of principal share holders for each firm and associate firms doing business with VA and identification of appraisal cases involving principal and associate firms.   | NN-165-140<br><br><i>12-150.2</i> |                     |
| 19a            | Destroy individual cards 5 years after the last entry is made.  |                                   |                     |
| 20             | Folders on manufacturers of prefabricated components. Includes: plant facility and fabricating quality inspection reports; related correspondence with firm, other VA offices and FHA and copies of Central Office notices of non-compliance decisions and instructions.  | NN-165-140<br><br><i>12-150.3</i> |                     |
| 20a            | Destroy 5 years after cessation of plant operations or cancellation of outstanding structural engineering bulletins applicable to manufacturer's methods of operation.  |                                   |                     |
| 21             | Subdivision or area survey file. Survey on sales market potential of housing in subdivision, projects and other critical areas. Used to support application of "specified amount" under VA Regulation 4320 on property securing guaranteed and insured loans being foreclosed, pricing of VA-owned property and other matters involving property acquisition and disposition. | NN-165-140<br><br><i>12-176</i>   |                     |
| 21a            | Destroy 2 years after date of last entry in file.   |                                   |                     |
| 22             | Construction Cost Survey Files. (Cost indices for residential construction in various competitive realty market areas.)   | NN-165-140                        |                     |
| 22a            | Destroy immediately all existing indices and supporting documents. Delete item from Records Control Schedule.<br><br>Simultaneous separate submission is being made to Administrative Services, GAO.  | <i>12-147</i>                     |                     |