

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 |
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| 2. | <p>Centralized Accounts Receivable, Folder Files</p> <p>Destroy after microfilming and after ascertaining that the microphotographic copies are adequate substitutes for the folder file records.</p> | | |
| 3. | <p>Centralized Accounts Receivable, Random File</p> <p>Destroy 90 days after microfilming and after ascertaining that the microphotographic copies are adequate substitutes for the random file records.</p> | | |
| 4. | <p>Out of Balance Listings and Out of Balance Reports, Payroll Activity</p> <p>Destroy after 3 years and after audit clearance of related pay records by the Fiscal Audit Division, Internal Audit Service.</p> | | |
| 5. | <p>Record of Payment for Flight Training Course</p> <p>Destroy 1 year after the close of the fiscal year in which the flight training course was completed and after audit by the Fiscal Audit Division, Internal Audit Service.</p> | | |
| 6. | <p>VA Form 22-6553, Verification of Pursuit of Course Leading to a Standard College Degree (Chapters 34 & 35, Title 38 U.S.C.)</p> <p>Destroy 6 months after processing has been completed.</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> | | |