

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>JAN 6 1976</b>	JOB NO.
DATE APPROVED <b>NC1</b>	<b>15-76-45</b>

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Veterans Administration**

2. MAJOR SUBDIVISION  
**Office of the Administrator**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**H. D. Thombs**

5. TEL. EXT.  
**3662**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-26-76 James E. O'Neill  
 Date Archivist of the United States  
*acting*

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

- A The records have ceased to have sufficient value to warrant further retention.
- B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

12/29/75  
 (Date)

Blake E. Turner  
**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
1.	<p><b>Administrator's Congressional Name Files, Administrator's Veterans Name Files, and the Administrator's Weekly Reports Files.</b></p> <p><b>Actions taken by the Administrator on matters referred to him by Members of Congress, Individual Veterans, and Heads of Departments and Staff Offices in VACO.</b></p> <p><b>Retain in the Office of the Administrator for one year after year in which action has been taken, then retire to inactive storage in the Veterans Administration or the Federal Records Center for ten years, then destroy.</b></p>		

*Copy to Agency NCW 1-27-76*