

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 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

Central Office

3. MINOR SUBDIVISION

Staff Offices and Departments

4. NAME OF PERSON WITH WHOM TO CONFER

H. D. Thombs

5. TEL. EXT.

TDS-148-3662

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED FEB 11 1976	JOB NO. NC1 - 15-76-19
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 <u>3-23-76</u>	<u>James B. Rhoads</u> 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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2/27/76
(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.	Structures and Lands Files. Correspondence, memoranda and related papers pertaining to general policies, procedures, operations, and information relating to building and structures, capacity, design, requirements, specifications, standards, and criteria; construction contracts, appeals; land and real property acquisition, disposal, space, maintenance and operations, plant, grounds, roads, protection, public utilities, refuse control. Excluding case files for each hospital or other type of facility documenting each step from initial planning and development, through real estate acquisition, working drawings and specifications, contract, as-built drawings and final dispositions.		
1a.	Temporary records (white labeled folders) documenting routine inquires and replies, suggestions on use of specific products or arrangements of buildings, rooms etc., which do not materialize into general standards or are not acceptable, and other information about existing buildings submitted for information request for guidance in maintenance. 5 years.	NN 163-4, Item 19a. NN 164-4 Item 20.	
1b.	Temporary records (white labeled folders) documenting lists of architect-engineer firms, and related material. 5 years, or earlier if purpose has been served.	NN 163-4, Item 19a.	

Copy to Agency 3-26-76 (R)