

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

7 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

W. Stewart

5. TEL. EXT. IDS

148-3662

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|--|--|
| DATE RECEIVED FEB 11 1976 | JOB NO. NC1 - 15-76-20 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| Date <u>6-14-76</u> | <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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

2/5/76
(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 |
|-------------|--|----------------------|------------------|
| | <u>EDUCATION AND REHABILITATION SERVICE</u> | | |
| 1. | Counseling Folders. Records documenting professional counseling afforded veterans and orphans in the election of occupational and/or educational objectives under laws administered by the VA. Includes: records relating to veteran's disability rating; prior education or training; personal information on counselee; test profile and related interpretive material; occupational exploration and appraisal; selection of objective; counseling record summary; and related material. a. Destroy folders on Chapter 34 cases upon exhaustion of veteran's maximum entitlement or upon exceeding the veteran's delimiting date of eligibility (10 years from discharge or release from active duty) whichever occurs first. b. Place incomplete hospital counseling folders for informal and abandoned applications for benefits in the Military File. | NC 174-123 | |
| | <u>LOAN GUARANTY SERVICE</u> | | |
| 2a. | Loan Folders for Withdrawn or Rejected Applications for Guaranteed or Insured Loans | NNA 2245 | |

*Copy to Agency 6-16-7600
Copy to All JFARC's 6-16-7600*

(12-076.1)

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 |
|----------------|--|--|---------------------|
| 2b. | Loan Folders for Withdrawn or Denied Applications for Direct Loans Destroy ²⁵ months after the application is with- drawn by lender or veteran, or is rejected by VA. | NNA 2245 <i>2/22/77. Change per attached memo. (PL).</i> | |
| 3. | Nonsupervised Lender Authorization File Destroy five (5) years from date lender last originated a loan. *(Lenders Authorization File, NN 165-140) | * | |
| 4. | Property Management Records Series | NN 165-140 | |
| 4a. | Property Management Folders on property with- drawn from property management custody or redeemed by owners before expenditure of VA funds for property expenses. <i>Retain small sample in accordance with NN-165-140 and NC-</i> | | |
| 4b. | Property Management Folders on property acquired in liquidation of guaranteed, insured, acquired and direct loans. <i>Retain small sample in ac- cordance with NN-165-140 and NC-15-76-6.</i> | | |
| 4c. | Property Management Brokers' Control File Folders documenting day-to-day dealings with brokers other than on specific properties, such as: Fee management, availability of broker, assignments, and similar material. a. Place in related loan folder if PM folder has not been retired to FARC. Destroy folders retired to FARC in accordance with DVB Circular 20-69-11, 5 years after related loan is paid-in- full. b. Place in closed file for 3 years after sale; destroy 5 years after related loan is paid-in-full. c. Destroy 5 years after the broker's services are terminated and after settlement of pending matters. | | |

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| | <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> | | |