

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED AUG 9 1976	JOB NO. NC1-15-76-25
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.	
8-16-76 Date	<i>James B. Rhoads</i> Archivist of the United States

59 items
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 and Field	
3. MINOR SUBDIVISION Fiscal Divisions, Field Stations	
4. NAME OF PERSON WITH WHOM TO CONFER William F. Harrison	5. TEL. EXT. 148-3662
6. CERTIFICATE OF AGENCY REPRESENTATIVE: IDS	

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 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8/4/76 (Date) *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
Controller RCS (MP-4, Pt. X)	FISCAL RECORDS		
1. (Item # 2-1)	Accountability Files a. Record of certifying officers authorized to certify fiscal Transactions or other official VA records. Destroy 3 fiscal years after cancellation, recession or revocation. b. Statement of accountability record of the status of agent cashiers account at prescribed periods, upon audit of cash balance and upon transfer of the accountability of funds. Transfer to the nearest Federal Records Center or annex of jurisdiction after 1 fiscal year. <i>Return as RB 217 Record</i>	NN 163-180	
2. Item # 2-2	Allotment Ledgers on Annual, Revolving and no-year appropriations. Destroy 3 years after the close of the fiscal year involved.	NN 164-144	
3. Item #2-7	Internal Journal Voucher used only on yearly appropriations. Destroy after 3 fiscal years. NOTE: Internal Journal Vouchers on continuing appropriations which have no lapsing date will be retained indefinitely. - <i>disposition pending. Do not transfer to FARE.</i>	NN 163-180 <i>Copy to Agency + All FRC's 8-18-76</i>	

8/13/76 - Changes coordinated with W. Harrison (VA).

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
4. Item # 2-9	<p>Depreciation Records File. Depreciation accounting records, i.e., motor vehicles, tools, equipment, etc., and related material filed therein.</p> <p>Destroy 1 fiscal year after item is disposed of or removed.</p>	II NNA 2993	
5. Item # 2-10	<p>Obligations</p> <p>a. Accrued Expenditure File. Copies of requisitions; purchase orders; estimated obligations; travel orders; authorizations for expenditure regardless of form; paid and canceled transportation, meal and lodging requests; PLACE report of advances to principal because of inadequate T&I balances; and related papers. EXCLUDING original contracts.</p> <p>Destroy after the close of the fiscal year in which liquidation occurred.</p> <p>b. Request for and authorization of overtime work - obligation copy.</p> <p>Retain 1 year after close of the fiscal year, then destroy.</p>	<p>NN 171-153</p> <p>NN 166-99</p>	
6. Item # 2-11	<p>Certificate of Deposit File (Posting Media)</p> <p>a. Copies of certificate of deposit; mortgage loan payment notices; debit vouchers; transmittal schedule of collections; counter receipts; acknowledgement of remittances; field service receipts; and related material properly filed therein; EXCLUDING certificates of deposits which support the Treasury Statements of Transaction retained for site audits.</p> <p>Destroy 3 years after the close of the fiscal year involved.</p> <p>b. Copies of receipt documents for general collections and funds for deposit to account of individual veterans in Personal Funds of Patients.</p> <p>Destroy after 3 fiscal years.</p>	<p>NN 3435</p> <p>NA 351-5396</p> <p>NNA 2993</p>	

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
7. Item # 2-15	<p>Real Property Accounting Record (VA Form 4578) maintained for each government-owned building, structure, facility, or land holding under the custody and control of the VA.</p> <p>Destroy 3 fiscal years after disposition by transfer, sale, or otherwise of the respective properties.</p>	<p>NN 164-144</p>	
8. Item # 2-22	<p>Canceled withdrawals (restricted accounts). Requests for withdrawal of funds and related materials properly filed therein.</p> <p>Destroy after 1 fiscal year.</p>	<p>NNA 2993</p>	
9. Item # 2-27	<p>Reconciliation File. Lists, memorandums, or other reconciliation statement forms, adding machine tapes and PLACE reconciliation records used for verifying and reconciling total amounts posted in subsidiary accounts records.</p> <p>Destroy after 1 year.</p>	<p>NN 171-153</p>	
10. Item # 2-30	<p>Acquired Mortgage Loan Master Record. Individual ledger accounts for each mortgage loan acquired by the VA.</p> <p>Destroy 3 fiscal years after complete liquidation of indebtedness.</p>	<p>NN 164-114</p>	
11. Item # 2-31	<p>Mortgage Loans in Liquidation. Individual Ledger for each guaranteed 505(a) mortgage loan assigned the Administrator, and primary (FHA) loan acquired in connection therewith.</p> <p>Destroy 3 fiscal years after transfer and recordation in the appropriate accounts.</p>	<p>NN 164-114</p>	
12. Item # 2-33	<p>Suspended Credits Ledger. Record of the amount of funds held in suspense for such charge as: application fee, appraisal fee, builders fee, closing fees, etc.</p> <p>Destroy 3 fiscal years after closing of the loan transactions and after the related suspended ledger is closed out.</p>	<p>NN 164-114</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13. Item # 2-34	<p>Tenants Account. Account maintained for each tenant occupying property leased from the VA under the guaran- teed, insured, or direct loan programs.</p> <p>Destroy 3 fiscal years after termination of the lease.</p>	<p>NN 164-114</p>	
14. Item # 2-35	<p>Property Ledger. Individual account maintained in connection with real or personal property acquired or in process of acquisition under the mortgage loan program.</p> <p>Destroy 3 fiscal years after the property is sold and the account is closed out.</p>	<p>NN 164-114</p>	
15. Item # 2-58	<p>Transmittal list of award actions</p> <p>Destroy after 1 year.</p>	<p>II NNA 3159</p>	
16. C Item # 2-60	<p>Control Listings prepared by the In-Force and Awards System and used for verification control and recon- ciliation of the basic subsidiary account and related control records.</p> <p>Destroy after 1 year.</p>	<p>NC 15-76-1</p>	
17. Item # 2-71	<p>Insurance Collections Records (Collections Section) Copies of Certificates of Deposit, counter receipts, transmittal letters directing sale of foreign remittances, collections transactions listings, correspondence with Federal Reserve banks regarding irregularities in deposits, and related papers properly filed therewith.</p> <p>Destroy after 1 year.</p>	<p>NN 166-202</p>	
18. Item # 2-75	<p>Station Transaction File (Supply Depot). Station issue listings, transfers of disbursing authority, correspon- dence and related material filed therein.</p> <p>Destroy after 2 fiscal years.</p>	<p>II NNA 2993</p>	
19. Item # 2-79	<p>Listing of Acceptable Collections by Batch Number (PLACE)</p> <p>Destroy 3 years after the close of the fiscal year involved.</p>	<p>NN 170-10</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Item # 2-80 20.	Unclaimed moneys, punched card files. Converted to magnetic tape for computerized operations and maintenance. Destroy 5 years after the successful conversion to magnetic tape for computerized operations and maintenance.	NC 15-76-1	
Item # 2-96 21.	Hold Check Listing (Site Audit Records). Retire to the Federal Records Center 1 year after the close of the fiscal year involved. <i>Retire as Rt 217 Record.</i>	NA	
Item # 3-1 22.	Counter Receipt - Government Life Insurance (VA Form 4-367), or equivalent (Finance copies only.) Retain 3 fiscal years, then destroy.	349- 5212	
Item # 3-3 23.	Receipts - general receipts - patient's funds. Field service receipts or equivalent. Destroy after 3 fiscal years.	II NNA 2993	
Item # 3-4 24.	Receipts - temporary. Temporary collection receipts; or equivalent and related material filed therein. Destroy after 1 fiscal year.	II NNA 2993	
Item # 3-5 25.	Transmittal Schedule of Insurance Collections (VA Form 4-1551), copies in Finance Division except agent cashier's pending copies. Retain for 3 fiscal years, then destroy.	NA 351- 5396	
Item # 3-6 26.	Shipment of Valuable Files. Records of shipment of valuables prepared on all collections which are forwarded off the station's premises, and related papers filed therewith. Destroy after 1 fiscal year.	NN 164-214	
Item # 3-8 27.	Transmittal - Checks returned to agent cashier. Destroy 3 years after the close of the fiscal year involved.	II NN 3435	

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28. Item # 3-9	<p>Replenishment Voucher File. Copies of Reimbursement vouchers maintained by the agent cashier as a record of accountability for funds advanced. Schedule of Replenishments (CALM). Destroy after 1 year.</p>	<p>NN 164-144</p>	
29. Item # 3-10	<p>Transmittal Schedule of Portfolio Loan Collections (VA Form 4-8421a, formerly 24-8421a); and related papers filed therewith. Receipted copies filed at DPC and station accounting activity. Retain 3 fiscal years then destroy.</p>	<p>NN 174-054</p>	
30. Item # 4-1	<p>Bond Issuance Schedule File. Request for issuance of U.S. Savings Bonds; subscriber number lists; tabulated subscriber lists; bond summary listing; and related material. Destroy original or copies 3 years after the close of the fiscal year involved.</p>	<p>II NN 3452</p>	
31. Item # 4-3	<p>Payroll Folder File</p> <p>a. Individual Pay Card (SF 1127) or equivalent tabulated listings. Retire to National Personnel Records Center (Civilian Personnel Records) St. Louis, Missouri, 63118 after conversion to PAID system.</p> <p>b. Employees Clearance From Indebtedness (VA Form 3248); memorandum authorization for withholding additional amount for Federal income tax and request for termination of same; memorandum from personnel division advising of employee's social security number when number is not known at time of appointment; consent agreement authorizing collection by payroll deduction of any general debt due the Government; record advising of any adjustment in the indebtedness; record in which employee revokes his consent agreement. Destroy 3 years after close of calendar year following date of separation or transfer of employee.</p>	<p>NN 168-52</p> <p>II NN 3554</p>	

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31 Contd.	<p>c. PAID Master Record Printout (VA Form 71), Accession or Separation.</p> <p>Destroy 3 years after separation or transfer of employee.</p> <p>d. Notification of Personnel Action (VA Form 5-4650) or equivalent, Payroll Change Slip (SF 1126b) periodic or longevity step increase involved.</p> <p>Destroy after 3 years.</p> <p>e. Record of Leave Data (SF 1150) transferred, EXCLUDING those attached to final time and attendance report (VA Form 4-5631), or equivalent.</p> <p>Destroy 2 years after the date of the document.</p> <p>f. Miscellaneous Payroll documents filed for convenience purposes.</p> <p>Destroy 1 year after separation or transfer of employee.</p> <p>g. Individual authorization card and record of payroll allotments such as Request and Authorization for Quarters Subsistence, Garage or Parking Facilities and Laundry (VA Form 10-4560); United States Savings Bonds Authorization for Purchase and Request for change (SF 1192), EXCLUDING valid cards transferred with employee when assignment to another office occurs.</p> <p>Destroy when superseded by new authorization, cancellation, or on separation of employee.</p>	<p>NN 168-52</p> <p>NN 168-52</p> <p>NN 168-52</p> <p>NN 168-52</p> <p>NN 168-52</p>	
32. Item # 4-5	<p>Payroll Change Slip (SF 1126), or equivalent.</p> <p>Destroy originals after 3 fiscal years.</p>	<p>II NN 3554</p>	
33. Item # 4-6	<p>Payroll Control Register File, Payroll Control register with related copy of schedule of collections and work-sheets.</p> <p>Destroy after 3 fiscal years.</p>	<p>II NN 3554</p>	

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34. Item # 4-7	<p>Payroll Control Register File, Payroll Control Registers with reconciliation reports and related papers EXCLUDING adding tapes and worksheets. (MANILA REGIONAL OFFICE ONLY).</p> <p>Destroy after 3 fiscal years.</p>	II NN 3554	
35. Item # 4-13	<p>PAID Pay Change Control File master record code sheet, pay adjustment and cash payment code sheet, address and bond information code sheet, and similar code sheet.</p> <p>Destroy after 3 years.</p>	NN 166-177	
36. Item # 5-1	<p>Vouchers and Contracts</p> <p>Accounting (onsite audit) records comprised of:</p> <p>a. Contracts: Originals of agreements entered into between the VA and an individual, firm, corporation, institution, State or local government, or another Federal agency, under which moneys are disbursed or collected by the VA and without regard to whether the contract is executed on Construction Contract (SF 23), Solicitation, Offer, and Award (SF 33); Va lease form, or in the form of a written agreement on a commercial contract form or any other form or letter, including but not limited to all related schedules, abstracts of bids, supplements, amendments, change orders, extensions, renewals, etc., and EXCLUDING original contracts for freight or passenger rate services.</p> <p>b. Vouchers: Originals, and copies used in lieu of originals, of documents used to schedule the disbursement or collection of moneys to the Treasury, and all related basic supporting documents such as approved public vouchers forms, vendors' invoices and bills, payrolls, agent cashiers' replenishment vouchers, etc., including but not limited to voucher and schedule of payments, voucher and schedule of withdrawals and credits certificate of deposit, schedule of canceled checks, voucher and schedule to effect correction of errors, certificate of settlement, interoffice transfer vouchers, procurement instruments, receiving reports, any other documents used to establish the legality and propriety of payment vouchers, and memorandum copies of carriers' transportation vouchers, INCLUDING the completed voucher file (PAID) for insurance dividends and loans;</p>		

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36. Contd.	<p>Vouchers and Contracts (Continued)</p> <p>Statement of transaction according to appropriations, funds and receipt accounts, Statement of Transaction (SF 224), or equivalent. <i>Retire as RF 217</i></p> <p>Retain for site audit; retire to Federal Records Center 1 year after close of fiscal year. EXCLUDING those maintained by Manila Regional Office.</p>	<i>Records</i>	

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Item # 5-2 37.	<p>Contract and Schedule File. Copies of contracts and schedules negotiated by other government agencies, copies of decentralized drop shipment, VA Central Office Contracts, and copies of blind-made and prison-made product schedules.</p> <p>a. Contracts and Schedules</p> <p>Destroy 3 years after the close of the fiscal year in which terminated.</p> <p>b. Amended Pages (Contracts and Schedules).</p> <p>Destroy 3 years after the close of the fiscal year when replaced by current issues.</p>	II NN 3452	
Item # 5-9 38.	<p>Guest Meal Ticket File, Authority and Receipt for Guest Meals (VA Form 10-2684), and related material.</p> <p>Destroy after 1 year.</p>	NA 345- S157	
Item # 6-4 39.	<p>Readjustment Allowance records created or received by Central Office and by Washington Regional Office in administering the program of benefits to unemployed veterans under the provisions of Title V, PL 346, 78th Congress, cancelled outstanding checks submitted for reissue and related correspondence. Checks approved for reissue and related correspondence (site-audit record).</p> <p>Retire with related vouchers to Federal Records Center 1 year after the close of the fiscal year involved. <i>Retire as RG 217 Record.</i></p>	NC 15-76-1	
Item # 6-9 40.	<p>Monthly Certification of Flight Training, support document required for payment of educational assistance allowance under the VA educational program.</p> <p>Retire to the Federal Records Center after 1 fiscal year. RETIRE AS RG #217 RECORD.</p>	GAO ltr 3/23/73 NN 173-92	
Item # 6-11 41.	<p>Completed Reports Files, consisting of reports of verification of ADP computer output, and all related papers including file audit sampling extracts, fiscal audit worksheets, write-outs, correspondence, and DPC listings of rate changes occurring during selected processing cycles.</p> <p>Destroy after 3 years.</p>	NN 164-49	

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Item # 6-12 42.	<p>Audit Files, consisting of printouts and microfilm photo-prints received from Hines, DPC in connection with audit of outside computer system, compensation, pension, and 38 U.S.C. Ch. 31 subsistence payments.</p> <p>Destroy 4 years after audit of records is completed for each double terminal digit.</p>	<p>NN 164-177 GAO ltr 6/19/64</p>	
Item # 7-2 43.	<p>Bill for Collections File, Collection Voucher (copies) used as control and follow-up on collection of receivables.</p> <p>Destroy 1 year after the close of the fiscal year in which receivables are collected or canceled.</p>	<p>NN 164-144</p>	
Item # 7-4 44.	<p>Uncollectible Indebtedness. Records and reports of uncollectible indebtedness. Correspondence and related material filed therein.</p> <p>Dispose of 3 fiscal years after write-off of indebtedness.</p>	<p>II NNA 2993</p>	
Item # 7-5 45.	<p>Reference of Claim to General Accounting Office (VA Form 4-943), or equivalent, and related papers properly filed therewith.</p> <p>Destroy after 3 fiscal years.</p>	<p>II NN 269</p>	
Item # 7-6 46.	<p>Due U.S. Files. Accounts Receivable and other card files used as a control of Collections of Debts due the U.S. Government, including uncollectible indebtedness report to GAO for Collections.</p> <p>Retain until debts due are liquidated. Destroy 3 years after close of fiscal year in which debts are liquidated.</p>	<p>II NN 3435</p>	
Item # 4-2 47.	<p>Time and Attendance Report File (VA Form 4-5631), or equivalent.</p> <p>3. Final card showing accumulated leave on separation with related Application for Leave (SF 71), taken immediately prior to separation, and Record of Leave Data (SF 1150), if appropriate.</p>	<p>II NN 3554</p>	

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47. Contd.	<p>Retire to National Personnel Records Center (Civilian Personnel Records), St. Louis, Missouri 63118, after audit by General Accounting Office or 3 years after close of calendar year following date of transfer or separation of employee, whichever is earlier. <i>NPRC will destroy when 10 years old.</i></p> <p>b. All other Time and Attendance Reports</p> <p>Destroy when 3 years old.</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>	<p>II NN 3554</p>	