

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

7 items

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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
William Harrison

5. TEL EXT
IDS
148-3662

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|---|
| LEAVE BLANK |
| JOB NO NC 1 - 15 - 77 - 6 |
| DATE RECEIVED DEC 20 1976 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |
| <i>2-22-77</i> <i>James B. Plade</i> Date Archivist of the United States |

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|----------------------------|--|--|
| C. DATE <i>12/16/76</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Edwin L. Arnold</i> Edwin L. Arnold | E. TITLE Assistant Administrator For Planning and Evaluation |
|----------------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|-------------|--|---------------------|------------------|
| | LOAN GUARANTY SERVICE | | |
| 1. | <u>Fee Appraisal Technician Roster</u> . Rosters containing code numbers assigned fee appraisers, used in control records in lieu of appraisers' names and addresses. Destroy when superseded. | NN 165-140 | |
| 2. | <u>Paraplegic Housing Folders</u> . Deceased veterans. Case folders on veterans determined to be eligible for specially adapted housing program benefits under 38 U.S.C. Ch. 21, who are deceased before issue of VA commitment or fulfillment of any other conditions of the statute and VA Regulations 4400-4410 under which full grants are possible. Folders on cases in which claims of veterans' estates and others for expenses incurred by veterans in anticipation of grants are paid or denied wholly or in part. Washington Regional Office (National) Folders. In addition, to initial entitlement papers, | NN 165-140 | |

115-107

Sent to agency and all FRC's - 2/24/77

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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 |
| | <p>contents include record copies of documentation on claims settlement.</p> <p>Destroy 10 years after claim for reimbursement has been paid or denied, or 10 years after veteran's death if no reimbursable claim has been filed.</p> | | |
| 3. | <p><u>Loan Guaranty Folders - Claims Paid.</u> Folders on cases referred to Central Office for precedent ruling on any aspect of loan, including those subject to VA General Counsel's and Comptroller's decisions.</p> <p>Upon receipt of folder from Central Office, and completion of related administrative actions, return to proper folder file location. NOTE: All case folders previously designated and segregated as station historical files will be returned to proper folder file location.</p> | NN 165-140 | |
| 4. | <p><u>Community and Neighborhood Influence Data.</u> Airport files containing maps or charts on runways, runway zones, approach zones, and areas of objection; opinions of realty boards, zoning commissions and others on formulas for value depreciation of housing located in adversely affected zones; planned airport use; and related correspondence.</p> <p>Destroy files on closed airports 1 year after definite indication that airport has been converted to other use. Destroy files on existing airports after all VA property is disposed of and guaranteed, insured, and portfolio loans are paid in full or otherwise terminated.</p> | NN 165-140 | |
| 5. | <p><u>Direct Loan Purchase Offer File.</u> Formal offers to purchase direct loans, attachments, and registers.</p> <p>Approved offers and related records documenting the transfer of loan accounts and sales settlement, and related correspondence.</p> <p>Destroy 15 years after sales closing and final transfer of accounts covered.</p> | NN 165-140 | |

| Request for Records Disposition Authority - Continuation | | JOB NO. | PAGE OF 3 3 |
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| 6. | <p><u>Vendee Account Purchase Offer File.</u> Formal offers to purchase vendee accounts under VA Regulation 4600, attachments, and allied registers.</p> <p>Approved offers and related records documenting transfer of loan accounts to purchasers, and sales settlement.</p> <p>Destroy 15 years after sales closing and final transfer of accounts covered.</p> | NN 165-140 | |
| 7. | <p><u>Property Management Broker's Control File.</u> <u>Commission Rate Card File.</u> Record of prevailing management, sale, property inspection and other brokers' commission rates by cities or other geographical breakdown.</p> <p>Destroy individual cards upon replacement by revised cards. Destroy entire file after the close of the Loan Guaranty programs and after all properties are disposed of.</p> | NN 165-140 | |