

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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NC 1 15 77 8

DATE RECEIVED 3 JAN 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3301, the disposition of records proposed in this request is subject to the provisions of 44 CFR 101.11.4

4-1-77 *James B. Rhoads*
Date *James B. Rhoads*
Administrator of the United States

10 items

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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
IDS 148
3662

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>12/23/76</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Edwin I. Arnold</i>	E. TITLE Assistant Administrator for Planning and Evaluation
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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
FISCAL RECORDS			
1.	Property Loan Accounting Control and Evaluation PLACE NN Transaction History Lists Produced on Computer Output Microfilm (COM.).	171-153	
1. a	Microfiche copy of Transaction History Lists (month end). Destroy after receipt of the succeeding consolidated month-end list.		
1. b	Microfiche copy of Cumulative Transaction History List (6 month). Destroy Finance field station copy 10 years after the close of the fiscal year involved.		
1. c	Master Microfilm copy of PLACE six month cumulative transaction history records produced on COM. Retain for 90 days after the transaction history lists are produced on COM. Secure at the VA Records		

Sent to agency 4/5/77 70

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
	Security Depository until 10 years after the last loan established under the program is closed out.		
2.	Detailed Payment Records	NAJ NN 164-49	
2. a	Microfilm of checks for regular recurring and irregular compensation and pension payments. Destroy microfilm 6 years after the closing of the payment month.		
2. b	Punchcard reproduction of checks for retroactive compensation and pension, burial, and accrued award payments; hold check notices; returned checks; and checks for 38 U.S.C. Ch. 31 recurring end of month, initial and adjusted payments. Place in Finance Division punch card disposal file 18 months after closing of payment month; then destroy.		
3.	(11/51) Mechanized Benefit payment files and Mediums-Public Laws 82-550 and 84-634.	NAJ NC 15-76-1	
3. a	Payee Account Card Files pertaining to Education of Korean Conflict Veterans And War Orphans under Title 38, U.S.C., Chapters 33 and 35 respectively. Destroy punchcard records after microfilming and after ascertaining that the microfilm records are adequate substitutes for the original records.		
3. b	Microfilm record of payee account card files Title 38, U.S.C., Chapter 33. Destroy 1 year after the delimiting date of educational assistance to Korean Conflict Veterans under Title 38, U.S.C., Chapter 33.		
3. c	Microfilm record of payee account card files Title 38, U.S.C., Chapter 35. Destroy 1 year after the delimiting date for educational		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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4.	<p>assistance to War Orphans under Title 38, U.S.C., Chapter 35.</p> <p>Certification of Delivery of Advance Payment and Enrollment cards.</p> <p>Microfilm certification cards after processing has been completed at the end of each cycle. Destroy the cards after ascertaining that the microfilm copies are adequate substitutes for the original record. (WH)</p> <p>Destroy microfilm copies of certification cards after the processing has been completed. ^{3 years}</p> <p>Simultaneous separate submission to Records Management and Services Branch, 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 anti-trust suit against IBM.</p> <p><i>YK</i> (042B3) <i>JH</i> (047) <i>WCB</i> (072A) <i>WH</i> (075D) <i>WCB</i> (042X04) <i>WH</i> (075)</p>		

"RECORD COPY"