

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*5 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 Division, Field Station**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

**William F. Harrison**

**IDS**

**148-3662**

|  |   |
|--|---|
| LEAVE BLANK  |   |
| JOB NO.  | <b>NC 1 15 77 12</b>                                      |
| DATE RECEIVED  | <b>15 MAR 1977</b>  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>3-30-77</i><br>Date   | <i>James B. Plouffe</i><br>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 1 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<br><i>3/1/77</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Edwin L. Arnold</i><br><b>EDWIN L. ARNOLD</b> | E. TITLE<br><b>Assistant Administrator for<br/>Planning and Evaluation</b> |
|--------------------------|---|--|

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
|               | <b>FISCAL RECORDS</b>  |                           |                     |
|               | <b>MICROFICHE FILES - Centralized Accounts Receivable System (CARS)</b>  |                           |                     |
|               | a. <b>CARS Master Microfiche File</b><br>Destroy 5 years after creation.   |                           |                     |
|               | b. <b>CARS Master Record - (Microfiche copies)</b><br>Destroy 6 months after creation.                                 |                           |                     |
|               | c. <b>CARS Locator Listing - (Microfiche copies)</b><br>Destroy 6 months after creation.                               |                           |                     |
|               | d. <b>CARS Compensation and Pension Audit Trail Listing. -- (Microfiche copies)</b><br>Destroy 2 years after creation. |                           |                     |
|               | e. <b>CARS Education Audit Trail Listing = (Microfiche copies)</b><br>Destroy 2 years after creation.                  |                           |                     |
|               | <b>Simultaneous separate submission to Records Management and Services Branch, GAO.</b>                                |                           |                     |

*Sent to agency 3/31/77 JSP*