

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec. 11/2/78
LEAVE BLANK

NC 1 15, 79 8

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Veterans Administration

2. MAJOR SUBDIVISION
Central Office

3. MINOR SUBDIVISION
Office of Construction

4. NAME OF PERSON WITH WHOM TO CONFER
Maureen DiNunzio

5. TEL. EXT
389-3632

DATE RECEIVED
NOV 6 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-6-78
Date *acting* **James E. O'Neil**
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 9-5-78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>A. H. Corley, Jr.</i> A. H. Corley, Jr.	E. TITLE Director, Management Services
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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
1.	Architect-Engineer Check Prints, Specifications and Calculations are prepared by private Architect-Engineer firms for construction projects and submitted at various stages of design for review by technical personnel of the Office of Construction.	II-NN-3537	
1a.	Records required to be retained by VA in support of a claim. Retire to Federal Records Center Washington after final settlement of claim and payment of the contract. <i>Destroy 10 years after final settlement and payment of contract.</i>		
1b.	All other records maintained by A-E firm. Retain in A-E firm until notified by VA that construction contractor has signed a release of claims; then destroy.		