

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 5/3/79

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 Personnel

4 NAME OF PERSON WITH WHOM TO CONFER

Maureen DiNunzio

5. TEL EXT

389-3662

LEAVE BLANK

JOB NO
NCL-15-79-9

DATE RECEIVED
03 MAY 1979

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 "disposal not approved" in column 10

Withdrawn
AM
5/19/79

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 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 <u>4-24-79</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Otto M. Ireland</i> <u>OTTO M. IRELAND</u>	E TITLE Acting 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.	<p>Personnel and Accounting Integrated Data (PAID) Reports History File. Computer generated reports containing statistical data describing employment makeup of VA. Records used for internal management, to document Agency employment and to provide statistical data for briefings and reports.</p> <p>Retain in VA as long as unit exists under present organizational structure. In the event of deactivation or realignment under another government agency, the records should be offered to NARS.</p>	7	

115-107
Closeout
11-14-79
Withdrawn
JE

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 (See Instructions on reverse)

24010101241

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 PERSONNEL

4 NAME OF PERSON WITH WHOM TO CONFER
 Marjorie M. Lamoreux

5. TEL EXT
 389-3662

LEAVE BLANK

JOB NO

DATE RECEIVED

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E TITLE

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>Personnel and Accounting Integrated Data (PAID) History File.</u> Computer generated reports containing statistical data describing various aspects of the makeup of the agency. The data are used for internal management and to provide statistical material for briefings and reports.</p> <p>In the past, these reports were created in the form of computer printouts; presently, they are being produced on microfiche directly from the computer. It is proposed to convert the existing paper records to microfiche. This disposition request covers the one-time conversion of the computer printouts to microfiche as well as the disposal^{continuing} disposal of the microfiche.</p> <p>DISPOSITION:</p> <p>a. Computer Printout Copies: Destroy after microfiche copies have been verified to be an adequate substitute.</p> <p>b. Microfiche Copies: Destroy when no longer needed for reference purposes.</p>	Samples Attached	

J.L.W.