

Rev NCD 28 Aug 79 NY

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Central Office and Field Stations

4. NAME OF PERSON WITH WHOM TO CONFER

Marjorie M. Lamoreux

5. TEL EXT

389-3662

LEAVE BLANK
JOB NO NC1-15-79-16
DATE RECEIVED 8/28/79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
SEP 12 1979 Date <i>Oct 12</i> <i>James P. O'Neil</i> 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 6-19-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Otto M. Ireland</i> OTTO M. IRELAND	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
<u>ADMINISTRATIVE SERVICE</u>			
1.	Field Station TARGET Security Violations/Informational Log. Destroy by shredding after 6 months.		
2.	VACO TARGET Security Violations/Informational Log. Destroy by shredding after 2 years.		
3.	Field Station TARGET Security Data Log. Destroy by shredding after 6 months.		
4.	VACO TARGET Security Data Log. Destroy by shredding after 2 years.		

CC: NUM 9-18-79

W. J. ...

Copy sent to agency 9-18-79