

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

1/8/80
LEAVE BLANK

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

JOB NO
NCL-15-80-13

DATE RECEIVED
1-9-80

1 FROM (AGENCY OR ESTABLISHMENT)

Veterans Administration

2 MAJOR SUBDIVISION

Office of the Controller

3 MINOR SUBDIVISION

Regional Offices

4 NAME OF PERSON WITH WHOM TO CONFER

Marjorie M. Lamoreux

5 TEL EXT

*389-
3632*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-16-80 *James E. O'Neil*
Date *Acting* 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 11 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>9/25/79</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Otto M. Ireland</i>	E TITLE <i>Acting Director, Management Services</i>
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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>PAYMENTS</u> <u>Detailed Payment Records</u>			
1	<p><i>Cycle listings (originals) of payment information for Chapters 34 and 35.</i></p> <p><i>a. Accumulated Records - January 1973 thru current processing month minus one (1) month - Destroy immediately by shredding.</i></p> <p><i>b. Disposition thereafter - Destroy upon receipt of monthly check microfilm from the Treasury Disbursing Center. Destroy by shredding.</i></p>		
2	<p><i>Listings (originals) of Retroactive Compensation, Pension, Burial, Accrued Award and One-time payments; checks withheld from Mail (Computer-Generated Hold Check Requests) and Returned Checks.</i></p> <p><i>a. Accumulated Records - January 1974 thru current processing month minus six (6) months - Destroy immediately by shredding.</i></p> <p><i>b. Disposition thereafter - Destroy listings six (6) months after end of month produced and after receipt of punched cards. Destroy by shredding.</i></p>		<i>4 files</i>

Copy to [unclear] 1/18/80

** Change made per telecon J.L. Wallace/J. McManamin. 1/11/80*

Added 1/15/80