

**REQUEST FOR DISPOSITION AUTHORITY**  
(See instructions on reverse)

LEAVE BLANK

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

**NCI-15-81-3**

1. FROM (AGENCY OR ESTABLISHMENT)  
**VETERANS ADMINISTRATION**

DATE RECEIVED  
**November 13, 1980**

2. MAJOR SUBDIVISION  
**CENTRAL OFFICE**

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION  
**OFFICE OF CONSTRUCTION**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER  
**MARJORIE M. LEANDRI**

5. TEL EXT  
**389-3632**

**6-29-81**  
Date *Paul H. Kar*  
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 4 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 <b>9-19-80</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen di Nunzio</i> (MRS.) MAUREEN diNUNZIO	E. TITLE <b>Director, Management Services</b>
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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.	Design drawings. a. Original renderings. (1) PERMANENT. Renderings selected for architectural, historical, and technological significance. Offer to NARS within 5 years after completion of project. (2) TEMPORARY. Renderings not selected. Destroy when no longer needed for administrative purposes. b. Preliminary drawings. TEMPORARY. Destroy when superseded by acceptable or final working drawings.	GRS 22, 1	
2.	Construction plan drawings (architectural, structural, and topographical design plans). a. Contract drawings illustrating construction projects for contract bids. (1) Microform copies. TEMPORARY. Retire to WNRC. Destroy 6 years and 3 months after final payment and settlement of any litigation.	NN-164-76  OI-1, Appen. A, 8a	

*20 items*

115-107  
*Closed Out: 7-13-81: K.T.D.  
Copy to NNB, NNM, NNR, NNTS of Agency*

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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
3.	<p>(2) Hardcopy.</p> <p>(a) Office of Construction copy. After microfilming, convert to as-built drawings (see #3 below).</p> <p>(b) Architect/Engineer copy. After microfilming, transfer to architect/engineer for conversion to as-built drawings, which are returned to VA (see #3 below).</p> <p>As-built drawings diagrammatically illustrating current status of VA owned structures, buildings, and sites, and related indexes.</p> <p>a. Microform copies.</p> <p>(1) Silver original, plus one copy.</p> <p>PERMANENT. Transfer silver original to WNRC after verification for completeness and accuracy. Offer microfilm annually to NARS for structures that are transferred, sold, or demolished (see 3c (3) (a) (ii) for related index).</p> <p>(2) Reference copies.</p> <p>TEMPORARY.</p> <p>(a) Field copies.</p> <p>(1) Offer to new owners when structure is transferred or sold (provisions of FPMR 101-11.408-3 apply if transfer is to non-Federal party). If they decline, then destroy.</p> <p>(2) If structure is destroyed or otherwise removed, destroy copies.</p> <p>(b) Central Office and other copies.</p> <p>Destroy when structure is transferred, sold, or demolished.</p>	<p>GRS 22, 6</p> <p>OI-1, Appen.A, 8b</p>	

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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
	<p>b. Hardcopy.</p> <p>(1) Selected drawings for structures and sites that are historically and architecturally significant.</p> <p>PERMANENT. VA personnel will develop criteria for actual selection, with approval of NARS. Selected drawings will be offered to NARS within 5 years after completion of microfilming.</p> <p>(2) Other drawings.</p> <p>TEMPORARY. <i>Retain at VA Central Office *</i> <del>Active to INFO for storage</del> until microfilm can be verified for accuracy and completeness. After verification, transfer to appropriate field facilities, which will</p> <p>(a) Offer to new owners when structure is transferred or sold (provisions of FPMR 101-11.408-3 apply if transfer is to a non-Federal party). If they decline, then destroy.</p> <p>(b) Destroy if the structure is destroyed or otherwise removed.</p> <p>c. Indexes to drawings.</p> <p>(1) Computer tapes used to create indexes.</p> <p>TEMPORARY. Dispose of after third cycle.</p> <p>(2) Printout of indexes used in production of microfiche copies.</p> <p>TEMPORARY. Destroy when no longer needed.</p> <p>(3) Microfiche copies of indexes.</p> <p>(a) Index arranged by station number and thereunder by building number and then individual drawings.</p>	<p>GRS 20, II, 3</p> <p>GRS 22, 5</p>	

\* This change made per telecon J. Wallace  
 and J. McMenamin. *Jm* 5/14/87

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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
	<p>(i) Main Index. TEMPORARY. Destroy when no longer needed for reference and audit purposes.</p> <p>(ii) Pertinent index citations relating to permanent drawings (see 3a (1)). PERMANENT. Offer to NARS with drawings.</p> <p>(b) Index by File Location Number.</p> <p>TEMPORARY. Destroy when no longer needed.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506 and stored in accordance with 101-11.507 and 101-11. 508. The first inspection of the microfilm, as required by 101-11.507-2, will take place 2 years after microfilming.</p>		

J.L.W.