

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

Field Stations

4. NAME OF PERSON WITH WHOM TO CONFER

Marjorie M. Leandri

5. TEL EXT

3632

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| LEAVE BLANK | |
| JOB NO | |
| <u>NCI-15-81-5</u> | |
| DATE RECEIVED | |
| <u>November 13, 1980</u> | |
| NOTIFICATION TO AGENCY | |
| <p>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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</p> | |
| <u>12-2-80</u> Date | <u>[Signature]</u> 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 2 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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| <u>9-19-80</u> | <u>Maureen Di Nunzio</u> MRS. MAUREEN DINUNZIO | Director, Management Services |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|
| | <u>PARAPLEGIC HOUSING GRANT FOLDERS</u> | | |
| 1. | <p>Regional Office (Decentralized Stations Only) Folders documenting the veteran's application for grant of assistance in securing specially adapted housing under 38 U.S.C., Chapter 21 and VA action relating thereto complete working file documenting all phases of the grant from approval to final disbursement.</p> <p>Retire closed cases to Federal Records Center annually. Destroy 30 years after case is closed.</p> | | |
| 2. | <p>Regional Office (Decentralized Stations Only) Folders containing notification from VA Central Office of veteran's eligibility; reports of contact with veterans on housing assistance activity; notification of veterans' deaths and copies of notices to VA Central Office.</p> <p>Destroy 5 years after confirming that no claim will be filed and after dispatch of notice to VA Central Office.</p> | | |

3 items

Closed Out : 12-3-80: K.T.D.
Copy to VA & NNM

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------|
| 3. | <p><u>PARAPLEGIC HOUSING GRANT FOLDERS</u> (Cont.)</p> <p>Regional Office (Decentralized Stations Only) Folders. In addition to initial entitlement papers, contents include correspondence with veterans' estate executors and documentation on claims settlement details; copies of releases or other evidence of no further VA liability.</p> <p>Destroy 10 years after claim for reimbursement has been paid or denied and final report to VA Central Office; or 10 years after veteran's death if no reimbursable claim has been filed and final report to VA Central Office.</p> | | |