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

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.

   G. DATE
   9-19-80

D. SIGNATURE OF AGENCY REPRESENTATIVE
   MRS. MAUREEN DINUZIO

E. TITLE
   Director, Management Services

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>PARALeGIC HOUSING GRANT FOLDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regional Office (Decentralized Stations Only) Folder 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. Retire closed cases to Federal Records Center annually. Destroy 30 years after case is closed.</td>
</tr>
<tr>
<td>2. 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. Destroy 5 years after confirming that no claim will be filed and after dispatch of notice to VA Central Office.</td>
</tr>
</tbody>
</table>

9. SAMPLE OR JOB NO

10. ACTION TAKEN

3 ITEMS
### REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

<table>
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<tr>
<td>PARAPLEGIC HOUSING GRANT FOLDERS (Cont.)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>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. 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.</td>
</tr>
</tbody>
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