

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NCI-15-81-6

DATE RECEIVED
December 16, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-22-80 *[Signature]*
Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
Veterans Administration

2. MAJOR SUBDIVISION
Central Office

3. MINOR SUBDIVISION
Office of Personnel

4. NAME OF PERSON WITH WHOM TO CONFER
Majorie M. Leandri

5. TEL EXT
389-3662

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 12-9-80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen diNunzio</i> Maureen diNunzio	E. TITLE 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
1.	<p><u>Personnel and Accounting Integrated Data (PAID) History File.</u> Computer generated reports containing statistical data describing various aspects of the makeup of the Agency. The data are used for internal management and to provide statistical material for briefings and reports.</p> <p>In the past, these reports were created in the form of computer printouts; presently, they are being produced on microfiche directly from the computer. It is proposed to convert the existing paper records to microfiche. This disposition request covers the one-time conversion of the computer printouts to microfiche as well as the continuing disposal of the microfiche.</p> <p>DISPOSITION:</p> <p>a. Computer Printout Copies: Destroy after microfiche copies have been verified to be an adequate substitute.</p>		

*Closed Out: 12-29-80: (T.D.)
Copy sent to Agency*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Microfiche Copies: Destroy when no longer needed for reference purposes.</p> <p style="text-align: center;"><i>Charles E. Pettyjohn</i> <u>CHARLES E. CLARK</u> <i>for</i> Assistant Administrator for Personnel</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.</p>		