

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-15-83-2</b>	
DATE RECEIVED <b>10/20/82</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>10-26-82</b> Date	<i>Adrienne Kay</i> 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  
Department of Veterans Benefits

3. MINOR SUBDIVISION  
Field Station - RPC St. Louis

4. NAME OF PERSON WITH WHOM TO CONFER  
Mrs. Marjorie M. Leandri

5. TEL. EXT.  
389-3632

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.

C. DATE <b>10-14-82</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Di Nunzio</i> (MRS.) MAUREEN DINUNZIO	E. TITLE Director, Information and Regulations Staff
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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>This disposition request provides disposal standards for certain "red rope" claims folders maintained at the VA Records Processing Center (VARPC) and used by the Notice of Death (NOD) unit in processing of notices of death and burial benefits. The disposition is based on new procedures adopted to streamline the processing of claims. Details concerning procedures and claims folder documentation are given in the attachment to this request.</p> <p>Claims folders relating to PL 346/550, education, dental treatment, VA Form 10-7131, loan guaranty overpayment, disallowed education, and empty and no award folders. The NOD unit will review these folders and make the following disposition of the records contained therein:</p> <p>a. DD Form 214 (original or copy) and duplicate copies of service medical records to include SF 88 and WDAGO Form 38 for Army and Air Force personnel separated from service prior to 1964; all original service department personnel and medical records which may or may not be contained in Service Department Records Envelopes (VAF 60-4582 or equivalent).</p> <p>Disposition: Transfer to the National Personnel Records Center (NPRC) for interfile in the Military Personnel Records (MPR). <i>If NPRC officials determine that documents are duplicated in service department personnel or medical record folders, the NPRC officials may destroy the transferred documents.</i></p>		

*Closed out: 11-1-82 by  
Copied to Agency &  
NPRC  
H. V. W.*

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
1(cont)	<p>b. Records from private physicians, VA hospitals, and all birth, marriage, and divorce documents.</p> <p><u>Disposition:</u> Forward to regional office of jurisdiction for interfiling in lightweight folder.</p> <p>c. Other documentation.</p> <p><u>Disposition:</u> Destroy by shredding twice a year.</p>		
2	<p>Claims folders relating to ROAR (Relocation of Active Records), disallowed compensation and pension (C&amp;P), and C&amp;P terminated. Because of the contents of these folders, they are considered to be XC-folders and their disposition will be in accordance with that for these records (see Job No. NCI-15-80-17).</p> <p><u>Disposition:</u> Transfer to St. Louis FARC twice a year. Destroy 75 years from date of retirement to FARC.</p>		