

REQUEST FOR INFORMATION AUTHORITY

(See instructions on the reverse)

LEAVE BLANK

JOB

NCI-15-83-11

DATE RECEIVED

5/10/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Withdrawn

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
Department of Medicine and Surgery

3. MINOR SUBDIVISION
VA Field Facilities

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

5. TEL EXT
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 1 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 5-3-83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen diNunzio</i> Mrs. Maureen diNunzio	E. TITLE Director, Information and Regulations Staff
-------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Outreach Counseling Folder File is a new system of records that will be used in the Outreach Program of the Readjustment Counseling Service, Veterans Administration Central Office Washington, D.C.</p> <p>The file will contain notes, forms, applications and other documentation of care by counselors.</p> <p>Destroy 50 years after client leaves the program. Retain at Vet Center for 3 years after becoming inactive, then retire to nearest FARC.</p> <p>Retrieval control numbers will be maintained by the applicable Vet Center and/or the Readjustment Counseling Service (11RC), Veterans Administration Central Office.</p>		

115-107

Returned to agency via letter 9/27/83

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4